2011-2012 Catalog and Student Handbook

Greenville Technical College

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Accreditation Statement

Greenville Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Decatur Lane, Decatur, Georgia 30033-4097; telephone number (404) 678-4501] to award associate degrees, diplomas and certificates.

Policy on Nondiscrimination

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended ; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990 as well as the ADA Amendments of 2008 (ADAA). For additional information on nondiscrimination policies, students should contact Sharon Bellwood, Student Disability Services director, which coordinates Title II of the ADA/ADAA, Section 504 and Title IX at (864) 250-8408 v/TTY. Others should contact the director of Human Resources, Susan Jones at (864) 250-8191, or the Equal Employment Officer at (864) 250-8177.

Effective Date

This catalog becomes effective Fall Semester 2011. It is for information only and does not constitute a contract. The college reserves the right to change, modify or alter, without notice, all fees, charges, tuition, expenses, and costs of any kind; or any statement, written or verbal, in accordance with unforeseen conditions. The rules, regulations and policies in this catalog are based on present conditions and are subject to change without notice. Further, the college can add or delete without notice any course offerings or information contained in the catalog. Additional specific academic information may be obtained from an academic advisor and/or division counselor.

Disclosure Information

Information concerning the campus safety and security policy, crime statistics, and the sex offenders registry is available in the office of the Campus Police Department (Barton Campus, Building 102).

President's Message

You know that higher education is the key to a successful future, but you may not realize just how strong that connection is. Today, at least 80 percent of the skilled jobs in our country require some level of higher education.

I'm very glad that you have decided to get the education you need at Greenville Technical College, and I believe you've made the right decision. At Greenville Tech, we have always valued the students we serve, but recently, we rededicated this institution to teaching and learning. That means that you and your education matter most of all. It means that when we face decisions, student needs come first. It means that we are working hard to make sure that we have the best instructors, excellent tools for teaching, and facilities that enhance the learning process.

While you're here, remember that we can help. At Greenville Tech, you are part of a caring community. Whether you need tutoring, counseling, child care, or any other type of support, you'll find services available to help you focus on success.

Your instructors are ready to help, too. They are available to answer your questions in class or during office hours. Our classes are relatively small, so instructors know you and can not only teach you, but mentor you as well. When the time comes to enter the job market, many of our instructors have close ties to the business community, and they assist students in finding good opportunities. Because of the experience they've had at Greenville Tech, graduates have a tendency to keep in touch, and many of them serve on college advisory committees, working to see that today's students are well prepared to enter the workplace.

I know that your Greenville Tech education will help you become a success in whatever field you've chosen. Please tell us if there's anything we can do to make your time with us even better, and when you go on to succeed in your profession, be sure to keep in touch!

Keith Miller, Ph.D.
President

Mission, Vision & Values

Vision

Greenville Technical College's vision is to be an exemplary center for learning that enables student success and promotes economic development.

Mission

Greenville Technical College drives personal and economic growth through learning.

Role and Scope

Greenville Technical College is the largest public two-year college in South Carolina, serving a fall headcount of almost 15,000 curriculum students. The college provides exceptional learning opportunities primarily to the residents of Greenville County.

Curricular offerings include (1) technical courses, certificates, diplomas, and associate degrees in business, computer technology, health sciences, engineering technologies, industrial technologies, and public service; and (2) university transfer courses.

The college also provides an extensive offering of continuing education courses for occupational advancement and personal interest, as well as economic development services that encourage business and industrial growth in a diverse economic community.

In addition, developmental courses serve underprepared students seeking to enter a program of study. Upon completion of their educational goals, the majority of graduates either are employed in fields related to their programs of study or transfer to four-year colleges and universities.

Since the college is an open admission institution, students come from diverse socioeconomic and educational backgrounds. Affordable education is provided through traditional and electronic means at times and locations convenient to students. Faculty and staff are student-centered, flexible, and recognized in their fields. Various educational support services are provided to facilitate the teaching/learning process and to enhance the academic and personal development of the student, including an emphasis on articulation with local high schools and other colleges and universities.

Values

Greenville Technical College is committed to the following values:

Learning: We are committed to providing quality learning opportunities that enable individual and community achievement and that are affordable and accessible for all members of our community.

Integrity: We believe trust is an essential element in a safe and effective learning environment, so we promote and foster openness, honesty, respect, and fairness.

Diversity: We recognize and celebrate diversity, so we value and support considerate, meaningful communication and inclusiveness in collaborative decision-making processes.

Cooperation: We value collaboration and teamwork, so we foster caring, professional relationships among students, employees, and our community in an effort to expand partnerships.

Excellence: We value continuous improvement, so we encourage innovation, creative problem-solving and responsible risk-taking as we act courageously, deliberately, and systematically to enhance and enrich our learning environment.

Accountability: We value students, faculty, and staff, so we recognize their contributions, encourage their professional development, and regularly evaluate performance to improve learning outcomes, programs, processes, and services.

Strategic Imperatives

Greenville Technical College (GTC) has five imperatives that guide the college to achieving our core mission of teaching and learning:

1. Return to Teaching and Learning as Our Core Mission

We believe that GTC must return to a focus on teaching and learning as its core mission. In order to accomplish this change, the college will focus its resources on achieving a dynamic learning environment that promotes openness and inquiry from everyone involved - students and faculty/staff.

We will provide both a high quality education and real-world experiences for our students by offering a contemporary curriculum structured to meet the learning needs of a diverse student body with ever-changing needs. Success requires that we clearly communicate our shared goals to all stakeholders, seek out and listen to feedback and ideas, and that we measure our progress at every step.

2. Ensure our Student Focus: Student Success

The college works to ensure GTC maintains its focus on producing successful students. To this end, our intention is to investigate current practices, processes and policies to determine if they enhance or impede a student's progression toward his or her educational goals. Further, we will prescribe remedies to address real and perceived barriers to student success.

Realizing that GTC's ultimate measure of achievement resides in the economic and personal success of each student, we will impact the surrounding community by developing an educated and productive workforce for Greenville County. This, in turn, will produce a level of notoriety for the college resulting in a greater number of students turning to GTC to attain their educational and vocational goals.

3. Improve our Technology Infrastructure

Strategy number three of the five Strategic Imperatives is to improve the technology infrastructure of Greenville Technical College by developing a comprehensive technology plan. This plan seeks to provide state-of-the-art technology to students, faculty, and staff at the college. Through improving and strengthening the college's technologies, all processes of the college should be streamlined and made available to all. Critical data and information will be collected, compiled, and reported in order to guide the college's planning, assessment, and decision-making efforts. This technology plan will involve five environments: Administrative Structure, Learning, Student Support Services, Technology Support, and Infrastructure.

4. Foster Continuous Employee Development

Employee development is a combined, continuous effort from a GTC employee and the college for the purpose of advancing the employee's intellect, expertise, and capabilities. Successful employee development links individual career paths with GTC's goals. Employee development initiatives create a constructive input into the GTC's performance. A well educated workforce and management team will become more successful as employees gain experience and knowledge.

5. Become the College of Choice in a Competitive Environment

Greenville Technical College operates in a highly competitive environment in which our current and prospective students are pursued by other state and proprietary higher education institutions. Within this competitive marketplace, we seek to be the recognized leader in teaching and learning, making Greenville Technical College the "College of Choice" for students, faculty, staff, business and industry, and the communities we serve.

Admissions

Greenville Technical College serves the educational needs of all who can benefit from its courses and programs. The faculty, staff and administration are dedicated to helping applicants chart pathways to meet their educational goals. In order to fulfill the Technical Education System's educational mission and to promote the achievement of individuals with varied potential, an open door admissions policy admits all citizens who can benefit from available learning opportunities and specific programs of study. This admissions policy does not mean, however, that there are no entrance requirements. South Carolina wisely imposes general restrictions governing overall admissions practices. In most programs of study, various entrance requirements are a necessity.

These requirements are enforced to enhance student success in chosen fields. Although applicants for admissions may not meet the requirements for entering a particular program, the college has the ability, through the transitional studies process, to help them attain their academic goals.

The college offers four convenient locations around Greenville County: the Barton Campus on South Pleasantburg Drive, the Brashier Campus in the Golden Strip on West Georgia Road, the Greer Campus on Highway 290 and the Northwest Campus in Berea on Farrs Bridge Road.

In June 2008, the governor of South Carolina signed into law "The South Carolina Illegal Immigration Reform Act." This law requires that all students attending public colleges and universities in the state of South Carolina provide proof of "lawful presence in the United States." This law further states that a person who is unlawfully present in the United States is not eligible for scholarships, financial aid, grants or resident tuition. Therefore, beginning Spring Semester 2009, all students provide proof of "lawful presence" in the United States prior to enrollment at Greenville Technical College. Students who are unlawfully present in the United States are not eligible for enrollment at Greenville Technical College. The paperwork must be submitted to the Admissions Office.

For questions on the required documentation, please contact the Admissions Office at the Admissions and Registration Center at (864) 250-8109, Northwest Campus at (864) 250-3600, Brashier Campus at (864) 228-5000 and Greer Campus at (864) 848-2000.

Admission Policies and Procedures

Prospective students who are seeking enrollment should take the following steps to complete the application process:

- Obtain an application and submit it to the Admissions and Registration Center at McAlister Square. The application may also be completed online at www.gvltec.edu, or at the admissions offices located at the Brashier, Greer or Northwest campuses. (NOTE: Students who have not attended Greenville Tech for three consecutive semesters must reapply for admission.) **This fee is nonrefundable and is not applicable to any other fees,** and no fee waiver requests are honored. The $35 non-refundable application fee must accompany the completed application. Also, the student will need to submit Legal Presence in the US Documentation to Admissions.
- All applicants are asked to submit their official standard high school diploma or state sponsored GED or Foreign Evaluations or Official College Transcripts from a regionally accredited institution to the Office of Admissions. The college offers several programs that do not require proof of standard high school diploma/state sponsored GED. If the student is applying for financial aid, he or she will need to submit an official standard high school transcript/diploma or state sponsored GED. Any applicant under 18 years of age must be a high school graduate with a standard high school diploma or possess a state sponsored GED. Applicants can be under 18 years of age, if they are enrolled in the Early College Program (see specific requirements under Early College). Applicants applying for the LIFE scholarship or financial aid must submit official standard high school transcripts standard diploma/state sponsored GED.
  - ❏ **Greenville Technical College honors the following (see acceptable High School Graduation Types at www.gvltec.edu/acceptable-grad-types/)**
    Standard high school diploma or GED (General Educational Development Diploma). All public, private and home school associations must be accredited by a regional accredited body or listed with the department of education in the state where the school resides. Foreign high school diplomas must meet the equivalent of 12 years of a U.S. secondary high school diploma. Contact World Education Services (WES) (www.wes.org) or Josef Silny and Associates, Inc., (www.jsilny.com/htm/foreign.htm) to request a course by course analysis and to have the official report sent to the Office of Admissions. Evaluations must be received three months prior to the semester in which the student intends to enroll. **Definitions: Standard High School Diploma –** The diploma awarded to students who completed state requirements for graduation from high school. **Occupational/Alternative/District Diploma –** Recognizes the accomplishments of students who participated in the special education curriculum of individual school districts. **Note:** Diplomas are not equivalent to a state (standard) high school diploma. **High School Certificate -** Awarded to students who did not successfully pass the exit exam given by the individual school district. Note: These certificates are not equivalent to a state (standard) high school diploma. **General Educational Development Diploma (GED) –** a GED sponsored by the Department of Education of each state. It is equivalent to a state (standard) high school diploma.
  - ❏ **Certificate Programs:** Greenville Technical College allows an applicant to enroll in certain certificate programs that do not require high school graduation or GED. Students desiring financial aid may qualify by meeting placement test scores for the Ability to Benefit, and enrolling in a certificate program that has a minimum of 16 credits.
- Twelve University Transfer credits from a regionally accredited post-secondary institution with a grade of "C" or higher or 12 college credits earned from Greenville Technical College with a grade of "C" or higher will waive proof of standard high school diploma and/or state sponsored GED and the reading section of the placement test (see Placement Testing). Remedial courses are not transferrable. Students are encouraged to submit an Official College Transcript to the Transcript Evaluation Department for a transcript evaluation at least one month prior to the application deadline for the semester in which they will enroll. The

Unofficial College Transcript cannot be evaluated by the transcript evaluator or an academic advisor. Official College Transcript must be submitted within three months of the issuance date from the institution. Students cannot request the Official Transcript back from the college, once it has been submitted to the college. Students can be admitted on an Unofficial College Transcript for one semester, two weeks prior to the start of the semester.

- **Note:** When the college transcript, high school transcript, high school diploma and GED are received by the office of Admissions, they cannot be released to the student. The college will issue a Provisional Acceptance for proof of a standard high school transcript/GED for one semester after the applicant has taken the Placement Test or submitted sufficient test scores.

Program Admission Requirements

Health Sciences and Nursing applicants complete additional program requirements once admission to the college has been completed. Applicants to Health Sciences and Nursing programs are considered to be in a "pre" status until all admission criteria for the program are complete. Enrollment in each Health Sciences/Nursing program is limited. **All applicants must attend a mandatory career talk session.**

Time-sensitive Courses

Health Sciences and Nursing applicants entering with advanced standing must have completed any biophysical course within five years of starting clinicals.

Categories of Admission

- **Regular:** Applicants complying with the basic admission requirements who seek initial attendance at the college and desire to enroll in a curriculum program to pursue an associate degree, diploma or certificate shall be classified as regular students.
- **Audit:** Applicants who wish to enroll in curriculum classes without earning a grade or credits may be admitted as audit students. The application and application fee are required for admission, as well as the course cost. The audit status must be clearly denoted on the Schedule Request Form at the time of registration. **NOTE: Applicants must meet any prerequisites for the course.**
- **Career Development:** Applicants who wish to enroll in a few classes to update their occupational skills, but who do not wish to pursue an associate degree, diploma, or certificate, must submit an application, the application fee, Legal Presence in the US Documentation and meet any prerequisites for the course. Applicants cannot receive financial aid or graduate from the college if they are enrolled in this program. A student awaiting a foreign evaluation cannot change his or her program until the evaluation has been received by Admissions.
- **Early College** (formerly **Jump Start)**: High school juniors and seniors who want to get a head start on their college education may enroll in the Jump Start program in the Fall and Spring semesters and in the Summer Term. **Early College students may take two college courses per semester**. These students may choose classes that will apply toward one of the college's associate degree, diploma, or certificate programs, or classes that may transfer to almost any college or university. Additional information is located on the college's website at www.gvltec.edu/early-college/.
  NOTE: Students must meet the academic requirements of any course to be taken. Those seeking to enroll in this status can find information at the following web address: http://www.gvltec.edu/college_in_highschool or contact the Information Office at (864) 250-8111 to request an Early College Packet. Home school applicants must be under the auspices of the school district or be a member of an approved South Carolina home school association. Home School applicants must submit the Early College application, submit Legal Presence in the US Documentation, bring in an official transcript with acceptable test scores and their current membership card of an approved SC Homeschool Association to Admissions.
- **Transient Visiting Students:** Students matriculating at other colleges who wish to enroll in a course at Greenville Tech must submit an application, pay the application fee, submit Legal Presence in the US Documentation, meet all placement and other prerequisites for the course(s) in which they plan to enroll, and present written permission from their home institution to take the specific course(s). The packets are available on the college's website at www.gvltec.edu/transient_student.
- **Plan 60 for Senior Citizens**: Plan 60 eligible students must be legal residents of South Carolina, not employed full-time and at least 60 years of age. To apply for Plan 60, complete the Plan 60 form, then complete an application to the college, which includes the completed form for legal presence in the United States and pay the $35 non-refundable application fee. Plan 60 is a tuition-only waiver program. Students are responsible for paying the student fee, technology fee and books/materials fees. Plan 60 covers tuition that is not paid by a third party. If a student is eligible for Pell Grant or Lottery Tuition Assistance, Plan 60 will cover the remainder. Some courses may require proof of a pre-requisite, so you will need to submit transcripts and placement testing. Enrollment in classes is permitted on a space availability basis only.
- **International Students:** Any applicant who is requesting a student visa (F-1) or transferring from another college under a student visa must pick up an International Student Packet from Admissions or visit the college's website at www.gvltec.edu to download a packet. Submit the required documents per the International Student Packet. Transcripts must be evaluated by World Education Services (www.wes.org) or Josef Silny and Associates, Inc, (www.jsilny.com/htm/foreign.htm). The college accepts a course-by-course analysis. The evaluation must be received three months prior to the semester in which the student intends to enroll. **For guaranteed processing:**
  - ❏ International students applying for Fall Semester must submit all documentation no later than May 1.
  - ❏ International students applying for Spring Semester must submit all documentation no later than Oct. 1.

Undocumented Applicants

Please note the Illegal Reform Act. Information about the SC Illegal Immigration Reform Act can be found at http://www.scstatehouse.net/sess117_2007-2008/bills/4400.htm. Contact Admissions at the Admissions and Registration Center (ARC) or one of the other campuses (Brashier, Greer and Northwest) for additional information.

Placement Testing

Students applying for admission to Greenville Technical College's associate degree, diploma or certificate programs may be required to take the placement test, which includes reading, writing and math skills. The purpose of the placement test is to ensure that each student is academically prepared to enter his or her chosen field of study. Based on placement test scores, a student may be placed in one or more transitional course(s) designed to prepare him or her for entry into the chosen field of study. To receive information about the testing schedule, please contact the Admissions and Registration Center at (864) 250-8109. Placement testing is available at the Admissions and Registration Center (ARC) (864- 250-8350), Brashier (864-228-5000), Greer (864-848-2000) and Northwest (864-250-3600) campuses.

Applicants transferring from a regionally accredited postsecondary institution may exempt the writing and reading placement tests if they are transferring credit for a college English course. They may exempt the math placement test if they are transferring credit for an acceptable college math course. They may exempt the reading placement test if they are transferring 12 academic university transfer-level semester credit hours with a minimum grade of "C".

Non-degree seeking students who plan to enroll in a math or English course may be required to take the college's placement test or submit an official college transcript showing acceptable English and/or math credits from a regionally accredited postsecondary institution.

Entry into the college does not guarantee admission to the program desired by the applicant. Placement in a specific course is based on standards that will help to ensure the applicant's success.

The college reserves the right to modify admission policies and procedures as needed.

- **Placement Tests —** Applicants must take the ASSET or COMPASS test to help determine placement into Greenville Tech courses; however they may be exempt from portions of the test if they have
  - ❏ Taken the SAT exam and received a 480 on the critical reading portion (waives reading and writing) and/or a 480 on the math portion (**waives math placement);
  - ❏ Taken the ACT and received an English sub-score of 19 (waives the reading and writing) and/or a math sub-score of 19 (**waives math placement).

*Test scores are valid for three years from the date taken.
**Upper level math courses require higher SAT/ACT math scores or math placement testing.

Type of Test

- **ASSET** is a timed, paper and pencil test that takes approximately two hours (25 minutes per section) to complete.
- **COMPASS** is an untimed, computerized, adaptive placement test which takes approximately 1.5 to 2 hours to complete.

The COMPASS test is given Monday through Friday throughout the day and is offered on all four campuses. The ASSET test is given at the Admissions and Registration Center. Please call the Testing Center (250-8350), Admissions (250-8109), the Information Center (250-8111), or visit www.gvltec.edu for a complete schedule. Testing with accommodations is available for students with disabilities. Call Student Disability Services at 250-8202, 250-8408 or the V/TTY at 250-8353.

Transcripts

Official transcripts (e.g. high school and college) received by the Admissions Office become part of an official record and cannot be returned to the student, etc. Official college transcripts are evaluated by the transcript evaluator. Unofficial transcripts cannot be evaluated by the transcript evaluator or academic advisors. Official college transcripts are required at least one month prior to the application deadline for that semester, so that the transcript can be evaluated by the transcript evaluator prior to the orientation session. Note: The college will accept college transcripts from a regionally accredited institution. The college will accept an unofficial college transcript for Admissions two weeks prior to the start of the semester. The student will be accepted on a provisional basis for one semester on an unofficial college transcript two weeks prior to the start of the term. Also, students will be admitted on a provisional basis for one semester for the standard high school diploma/GED after they complete the placement test or submit sufficient test scores to Admissions.

Definition of Official College Transcript

According to the guidelines set by the American Association of College Registrars and Admissions Officers (AACRAO) and endorsed by the Southern Association of College Registrars and Admissions Officers (SACRAO), "An official college transcript is one that the receiving institution has received directly from the issuing college or university. It must bear the college seal, current date (i.e. within 3 months of issuance from the institution) and an appropriate signature. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for any permanent use."

Foreign Transcripts

Students transferring from foreign countries must have official transcripts sent directly from their foreign college to World Evaluation Services (WES) at www.wes.org **or Josef Silny and Associates, Inc., at www.jsilny.com/htm/foreign.htm.** The student must request a course-by-course analysis. WES sends a translated copy to the Office of Transcript Evaluation acknowledging whether the foreign college is considered regionally accredited, lists all courses completed, American hours earned and a letter grade. English is never accepted from a foreign country unless it is the native language of that country.

Military Transcripts/CLEP/Dantes

Limited credits are transferred as exemption credits from military transcripts. The records can be requested from the appropriate military branch education department. Transcript Evaluation uses the ACE guideline, and Transcript Evaluation personnel are responsible for researching military training/CLEP and Dantes records to determine which courses may qualify for exemption credit.

Advanced Placement (AP) Exams

Students must request AP scores be sent directly to the Office of Transcript Evaluation. Transcript Evaluation personnel will determine appropriate exemption credit per course. Acceptable scores are 3, 4 and 5.

Advanced Placement (IB-HL) Exams

Students must request IB scores be sent directly to the Office of Transcript Evaluation. Transcript Evaluation personnel will determine appropriate exemption credit per course. Acceptable scores are 4, 5, 6 and 7.

Articulating Colleges in One-Plus-One Programs

It is the responsibility of the liaison at the articulating college to have the student request official college transcripts from all third party colleges sent to GTC for evaluation, while the student is enrolled in Phase One at the articulating college.

Change of Academic Major, Department or Program

Students desiring to change their program of study after enrolling should follow these two steps in the following order:

- If the student is undecided about his or her program of choice, the student must contact the Career Center in the Admissions and Registration Center (ARC) for a counseling session.
- Complete a Program Change form in the Admissions Office at the Admissions & Registration Center (ARC) or at one of the satellite campuses (Brashier, Northwest and Greer). Student must submit a current picture ID. The admissions officer will check the new program against the student's test scores and/or former college work and advise the student of the next step. Upon completion of the form and approval of the change, the student's major will be officially changed. The change must be submitted prior to registration for the program.

Resident Status

The initial determination of one's resident classification is made at the time of admission. The determination at that time, and any determination made thereafter, prevails for each semester until the determination is challenged successfully. Note: If the student is not a legal resident of SC when he or she initially applies to the college or enrolls at the college, it is the student's responsibility to follow up with Admissions, to verify the steps required to meet the requirements at a later date.

A **legal** resident of the state is **a U.S. Citizen or legal Permanent Resident** who has his or her **legal** domicile in the state of South Carolina for a period of 12 **continuous** months. South Carolina residency law information can be found at www.che.sc.gov/studentservices/residency/residency.htm.

An applicant or student residing in South Carolina for the sole purpose of enrolling at Greenville Technical College may not acquire resident status.

It is important that each applicant for admission and each enrolled student know his or her resident status for tuition payment and understand the regulations governing resident status. If a student is unsure about residency, information is available at the Admissions Office.

International students are not considered residents of the state until they gain permanent resident status from the Immigration and Naturalization Service **and have lived in South Carolina for one year after the 'resident since' date on their card, or have provided verification of full-time employment in South Carolina.**

Academic Policies

Academic Grievance Procedure

Students are encouraged to resolve academic grievances informally by discussing their concerns with the appropriate instructor and department head. Formal grievances may be filed in certain circumstances. For information about the grievance process, please see the "Student Grievance Procedure" section of the Student Code, which appears in this handbook.

The Student Grievance Procedure may also be used whenever concern exists about a faculty member's ability to write and speak fluently in the English language (if English is the faculty member's second language).

Academic Forgiveness Policy

The Academic Forgiveness Policy is designed to allow students, under specific conditions, to have grades earned in previous academic terms excluded from the overall calculation of their cumulative grade point average (GPA). This gives students some input over how their previous academic records impact meeting graduation requirements for certificates, diplomas or associate degrees. Interested students should contact the Student Records Office for more information and an application.

While Academic Forgiveness is open to all students, certain guidelines/qualifiers apply:

- The semester(s)/quarter(s) requested for forgiveness must be at least five years prior to the date of the written petition (application). The completed application should be submitted to the vice president of academic affairs for approval.
- There is a limit of two consecutive semesters/quarters that a student can petition for exclusion. The consecutive semesters quarters may or may not include the summer term.
- A student can only petition for exclusion one time during his or her academic career at Greenville Tech.
- All courses completed during the requested semester(s)/quarter(s) will be excluded from the cumulative grade point average calculation. There is no option to include some courses and exclude others during the specific semester(s)/quarter(s). Exclusion of the semester(s)/quarter(s) courses means that the courses cannot be counted toward completion of a certificate, diploma or associate degree.
- Students may not petition to exclude a semester(s)'/quarter(s)' grades if any of those courses were already utilized in the completion of a certificate, diploma or associate degree.
- Courses, once excluded, cannot be transferred to another institution for credit.
- Exclusion of the semester(s)/quarter(s) courses cannot be reversed.
- A copy of the student's petition will be maintained in the student's permanent records.
- Excluded courses and grades will still appear on the student's transcript, but they will appear with a strike through (X) on the course information and grades.
- This local policy does not supersede any state or federal policies related to determination of scholarships, student financial aid, or other matters related to student cumulative grade point average.

Academic Honesty

Students should know what activities constitute cheating, plagiarism and collusion as defined in the Student Code for South Carolina Technical Colleges in this student handbook/catalog. A student involved in any of these activities will, at a minimum, receive a grade of "0" for that portion of the course. This grade will be computed in the final course grade.

Any student who is suspended or expelled due to an act of academic dishonesty will have the right to due process as explained in the Student Code for South Carolina Technical Colleges.

Academic Progress

Effective August 2010, the academic standard for curriculum programs is a minimum semester grade point average (GPA) of 2.0. **Note**: Some programs may require a higher semester GPA.

Academic Warning

A student whose semester grade point average (GPA) falls below a 2.0 will be placed on academic warning and will be restricted to 12 semester credit hours at the next registration. A warning flag will be noted on the student's record and the student will have to meet with an academic advisor at the Advising and Registration Center to register.

Academic Probation

If a student on academic warning fails to earn a 2.0 GPA for the credit hours earned at the end of the next semester of enrollment, she/he will be placed on academic probation. Students on academic probation may only register for their next semester with a counselor who will assist the student in identifying and implementing appropriate interventions, which include attendance in required workshops. The student will only be allowed to register for nine semester credit hours while on academic probation. Students should note that their status as a full-time student is jeopardized while on academic probation; therefore, their financial aid and insurance eligibility will be affected.

Academic Suspension

If a student on academic probation fails to earn a 2.0 GPA for the credit hours earned at the next semester enrollment, she/he will be suspended from the college and will not be allowed to enroll for one full Fall or Spring semester. (Note: Summer does not count as a semester.) During this period of suspension, the student will be encouraged to remedy the causes of her/his lack

of progress. After sitting out a full semester, the student will only be allowed to register for six semester credit hours. To help improve the academic success of the student, she/he will be required to take COL 103.

Administrative Class Withdrawals

Instructors may administratively withdraw students with a grade of "WA" when the student has missed more than 10 percent of the contact hours in a given course. If an instructor chooses to administratively withdraw a student, the withdrawal must be processed by the Student Records Office on or before the last day to withdraw for that class.

Advanced Standing

Greenville Technical College has established policies and procedures, which may allow students to enter certain curriculum programs with advanced standing. Traditional and non-traditional learning are recognized by the college, and credit may be awarded to currently enrolled students when learning can be documented to be substantially equivalent to a Greenville Tech course needed for completion of a particular degree.

To meet graduation requirements for a program at Greenville Tech, students must earn 25 percent of the total earned credit hours through courses taken at Greenville Tech. Exemption credit or courses transferred from another institution will not count toward the 25 percent.

The following means of awarding credit are approved by the college but are not used in GPA calculations and will generate no grade points. Courses with exemption credit may not be accepted as transfer credit at other institutions.

1. **Transfer of Credits** — College credit with a grade of "C" or better from other regionally accredited postsecondary institutions will possibly qualify for transfer credit (TR*). Credit will be awarded by the Transcript Evaluation Office after an official transcript has been received and evaluated.
2. **Exemption Examination** — Department head determines eligibility of a student to take a departmental examination (written or practical), administers the exam and sets minimum passing scores. A fee of $50 per credit hour is required before taking the exam (EE). Exemptions will not be granted for a course in which a student is currently enrolled, for a course in which a student was previously enrolled, or for a course which has been audited.
3. **Exemption Examination Exceptions** — Nursing program students who have completed work at an institution accredited by the NLNAC and have successfully completed course competency exams will pay a fee of $125 for one semester of credit, or $75 for each five-week period. Health Science program students who have successfully completed course competencies equivalent to those required in the professional courses will pay $50 per credit hour not to exceed $125 per semester in order to receive exemption credit by examination for professional courses.
4. **Advanced Placement (AP) Examination** — College exemption credit will be given for a score of 3, 4 or 5 on Advanced Placement examinations. Note: Credits awarded may vary according to subject area. Consult department head or Advising Center for specific details. Students who plan to transfer to another college or university may have their advanced placement exam scores re-evaluated after transfer (EO).
5. **International Baccalaureate (IP) Examination** — Greenville Technical College accepts IB-HL exams with a score of 5-7. IB-SL scores are not acceptable for transfer. Department heads have predetermined the equivalent score and course that is acceptable. Transcript evaluation personnel will award the course equivalent as EO.
6. **College Level Examination Program (CLEP/Dantes)** — Students may obtain exemption credit by making satisfactory scores on CLEP subject exams (EO).
7. **Military Experience** — course completed at military schools as recommended by the American Council on Education (ACE*) may qualify for exemption credit (EM). Clinical and technological training must be approved by the appropriate department head to be considered for exemption.
8. **Articulation Agreement with Area Vocational Schools** — Written agreements have been established with area vocational schools/career centers to grant exemption credit for specified courses (EA).
9. **Articulation Agreement with Business & Industry** — An agreement which has been established with specific businesses or industries to grant exemption credit for specific courses (EI).
10. **Exemption Due to a Substitution** — The exemption of a required course based on the student having taken another course, which would meet the requirements. The course being used as a substitution must carry a grade of "C" or higher (ES).

*See Page 18 for explanation of these grade designations.

Advanced Credits from Postsecondary Institutions and Nontraditional

Greenville Technical College has established policies and procedures that may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer coursework from other regionally accredited postsecondary institutions. Students entering into one of these programs will work with the secondary institution and with Greenville Technical College to meet the requirement to earn the advanced credits. Requests for transcripts should be made in advance of the time they are needed. Upon admission into the college, appropriate letter grades and hours earned will be awarded to the student.

Advanced credits through exemption may also be awarded from the College Level Examination Program (CLEP) for *subject* exams only. Advanced Placement may be awarded through Advanced Placement Program (AP), through International Baccalaureate (IB) exams, and, though limited, military training. Reports should be mailed to the Transcript/Advanced Placement Services Offices as early as possible. Upon admission into the college, exemption credit earned will be awarded to the student.

Transcripts and non-traditional learning documents are provided for college use only, become part of an official record, and cannot be returned.

Attendance Policy

Class attendance is necessary in order to receive maximum benefits from the educational process and to achieve academically. It is the student's responsibility to attend class and to be punctual. A student **MAY BE** administratively withdrawn when failing a course and when more than 10 percent of the class contact hours in a given course have been missed without providing the instructor official documentation of excusable reasons for the absences prior to reaching the 10 percent limit. Students will be notified by the instructor in writing, including electronic forms of communications, if the limit has been exceeded and if they are being administratively withdrawn (WA). VA benefits and other financial aid may be affected by a student's excessive absences.

Student Reinstatement Policy

1. A student can only be reinstated in any ONE (1) course ONE (1) time unless there are extremely unusual circumstances (see number 2 below)
2. Any request (s) for subsequent reinstatement due to unusual circumstances or a reinstatement after the term or course withdrawal date MUST be approved in writing by the academic dean.
3. Any student requesting reinstatement MUST be performing at a level of at least 70% in that course to qualify for reinstatement.
4. A reinstatement fee of $50 will be assessed to the course for reinstatement.

Auditing a Course

A student who wants to attend classes regularly but who does not wish to earn academic credit may register as an auditor. Auditing status should be clearly noted on the Enrollment/Disclosure Form and/or in WebAdvisor, and entered into the computer at the time of registration. Audit students must meet the course prerequisites unless the assigned instructor has provided written consent granting the student special admission. No credit is awarded for such courses, and credit cannot be granted at a later date. Audited courses may not be used to fulfill prerequisite requirements for any class. A student may audit at most 12 credit hours per semester. Once registered as an auditor, a student can only change to credit during the Add/Drop period by using an Enrollment/ Disclosure Form. Similarly, a student enrolled for credit can only change to audit by using an Enrollment/Disclosure Form during the Add/Drop period.

Audit students should attend classes regularly and must pay all tuition and fees for any courses in which they enroll. Federal regulations stipulate that students cannot receive financial aid for courses being audited. The participation of auditors in class (whether via homework or lab assignments, in-class discussions, tests, presentations or other means) is completely at the instructor's discretion. A grade of "AU" will be given to auditors. Students receiving an "AU" may not subsequently earn credit for that course through credit by examination; however, students may subsequently register and take the course "for credit". Students who plan to transfer to other institutions should be aware that many colleges and universities do not allow students to take courses for credit after receiving an "Audit" for the course. Student should check with transfer institutions prior to auditing a course. Developmental courses **cannot** be audited.

Change of Name/Address/Social Security Number

Students who change their name, address or social security number must stop by the Admissions Office and complete a Status Change Form. Once this form is submitted, an Admissions officer will process the form. Changes in name or social security number will take approximately one week to process. Address changes will be processed immediately. Changes must be submitted to the Admissions Office prior to registration.

Course Load

During the Fall and Spring semesters and Summer Term, a student who is registered for at least 12 semester credit hours is considered a full-time student.

Note: Tuition charges during the Fall and Spring semesters and during the Summer Term are assessed on a per-credit-hour basis up to and including 12 credit hours. An exception is the Truck Driver Training program.

The maximum load a student may carry in the Fall and Spring semesters without specific approval of the academic dean shall be 18 semester credit hours.

The maximum load a student may carry in the Summer Term without specific approval of the academic dean shall be 15 semester credit hours.

A student who is placed on academic probation may not register for more than nine semester credit hours until the probationary status has been removed. (See section on Academic Probation, Page 14.)

Course Substitutions

Course substitutions are permitted only upon recommendation of the curriculum department head. The Student Records Office must be notified in writing of the substitution. Course substitutions may be made for courses required in the major of the state model curriculum if the course being substituted contains the same course content as the required course. Related courses may be substituted only with the approval of the related department head. If a student is currently enrolled in a course that is planned for substitution for another course, the documentation of substitution can only be submitted upon completion of the course with a grade of "C" or higher.

All substitutions must be documented on the proper forms available through the Student Records Office.

Course Waiver

A student may be permitted to waive a course, which was originally required in the student's curriculum only if the waiver is recommended by the curriculum department head. Written approval and an explanation must be submitted to the Student Records Office.

In the event of a course waiver, no credit hours shall be granted and no substitute course will be required unless the waiver places the student's total credit hours below graduation requirements. Requirements in the state model may not be waived.

Dropping and Adding Classes

Students may drop or add classes during the add/drop period of each semester. Courses dropped during this period will not appear on the transcript. For information concerning refunds, please refer to the section on "Refunds" found in this catalog. After the add/drop period, but prior to the end of the day on the last day to withdraw, students may withdraw from one or more classes. The student will receive a grade of "W." Students who register for class, pay fees, but never attend will be administratively withdrawn and assigned a grade of "WA."

If a student stops attending class and fails to drop or withdraw from the class officially, he or she will receive a grade of "F" for that course regardless of the grade average at the time the student last attended.

Additionally, students should not assume that, because they stop attending classes, the instructor will administratively withdraw them from class based on the college's attendance policy. This policy states that an instructor **may**, not will, withdraw a student for poor attendance. It is the student's responsibility to initiate the proper paperwork to withdraw from courses. Failure to do so will result in the grade of "F" on the permanent academic record. A decision not to attend a course does not constitute a withdrawal from it. If students stop attending classes without completing and submitting an Enrollment Disclosure Form to the Registrar's Office or a satellite campus, the students risks harming their academic record with a failing grade.

Greenville Technical College operates multiple academic sessions within each semester. It is possible to attempt some classes more than once during a semester; however, tuition is charged for each attempt. No additional tuition charges are incurred for full-time students taking 12 or more semester hours of credit.

Any add, drop, or withdrawal action is tied to a particular session code and class section number. A student's ability to add, drop, and withdraw from a class is directly tied to the start and end dates of the class. For example, a student cannot drop or withdraw from a first session class and add a second session, full session, or late start course without the possibility of incurring a monetary penalty and/or a grade of "W" on the attempted class. Since a class may be offered in multiple sessions during the semester, add, drop, and withdrawal deadlines vary. Students are responsible for meeting the withdrawal deadlines posted in each class syllabus.

Any student who finds it necessary to drop or add a class or classes after registration is completed should proceed as follows:

1. Obtain an Enrollment/Disclosure Form from the counselor, department head, Student Records Office, satellite campuses, or www.gvltec.edu/forms, fill in the information requested, and sign the form.
2. Obtain the following signatures:
    a. Instructor of each class which is added if the class is full, added after the second day of summer term, or is added after the add/drop period
    b. Veterans Affairs — if applicable
    c. Financial Aid — if applicable
3. Submit the Enrollment/Disclosure Form to the Student Records Office or satellite campuses promptly. The Enrollment Disclosure Form and the intended action is not completed until it is processed by the Student Records Office or satellite campuses.
4. Report to the Business Office to verify refunds or to pay additional fees.. Beginning the sixth class day of each semester, students may enter class only with instructor's permission and signature. The same steps as above must be followed. For summer terms, the instructor's signature is required beginning the third day of the term.

Readmittance to Curriculum Programs

Students suspended for failure to meet standards of academic progress may apply for readmission the following semester. Students dismissed for excessive absences or disciplinary reasons may apply to the dean of students. They may be readmitted only after proper investigation of interim history and at the discretion of the dean of students and the academic dean of their program.

A student who withdraws in good standing because of illness or personal hardship may re-enroll for the course at the next offering of the course. A student who has graduated from a curriculum at Greenville Tech and wishes to enter another curriculum must show proficiency as determined by grades already achieved or demonstrated by retaking the ASSET or COMPASS tests.

Grade Point Average

A student's grade point average is the equivalent of his or her average for curriculum course work.

Each letter grade has an equivalent point value: A — 4 points, B — 3 points, C — 2, D — 1 and F — 0. A student may determine the grade points for each course by multiplying the number of points a grade is worth times the number of credits the course carries. Thus, a "B" grade, worth three points, in a three-credit course is worth nine grade points; an "A" grade in the same three-credit course is worth 12 grade points.

The grade point average is found by adding the total grade point values for all courses and dividing by the total number of credits attempted during the same period of time.

Grading Scale

The following grades are used in calculating Grade Point Averages:

A — Excellent; earns credit hours; carries a value of four grade points for each credit hour.
B — Above average; earns credit hours; carries a value of three grade points for each credit hour.
C — Average; earns credit hours; carries a value of two grade points for each credit hour.
D — Below average; earns credit hours; carries a value of one grade point for each credit hour.
F — Failure; earns no credit hours; carries zero grade points for each credit hour.

Other Grades Used

CF — Carry Forward; used only for self-paced or individualized courses with open entry enrollment, indicating that the student will continue in the course. "CF" grade must be changed to letter grade on the same time frame as an "I." "CF" is not used for GPA calculations; earns no credit hours; generates no grade points.
E — Exempt; earns credits. No grade points.
EA — Exempt due to articulation with non-accredited institutions with signed agreements
EB — Exempt due to prerequisite waiver
EE — Exempt by examinination (written only)
EI — Exempt due to articulation with business or industry
EM — Exempt through military training
EO — Exempt due to AP/IB/CLEP/Dantes exams
EV — Exempt by validation
I — Incomplete; indicates some work is incomplete in a course taught in the traditional manner. The student is responsible for making up all unfinished course work within the next semester. The student cannot re-enroll in the class until the "I" has been replaced with a letter grade. The "I" will be changed to an "F" if all work is not completed satisfactorily by one week before the beginning of exams in the next semester. "I" does not affect grade calculations; earns no credit hours.
NC — No credit. Earns no credit hours; earns no grade points; is not used in calculation of the GPA.
S1 — Satisfactory completion through Competency 1 in Related Studies course; earns credit, not used in GPA.
S2 — Satisfactory completion through Competency 2 in Related Studies course; earns credit, not used in GPA.
S3 — Satisfactory completion through Competency 3 in Related Studies course; earns credit, not used in GPA.
S4 — Satisfactory completion through Competency 4 in Related Studies course; earns credit, not used in GPA.
U — Unsatisfactory progress in Developmental Studies course; earns no credits, not used in GPA.
TR — Transfer; given for allowable equivalent Greenville Tech credits earned at other colleges, universities or technical colleges with a grade of "C" or higher. All "TR" grades must be supported by an official transcript of record from a postsecondary institution.
AU — Audit; is not used in GPA calculations; earns no credit hours; generates no grade points.
W — Withdrawn; used if a student withdraws after the official drop date. "W" is not used in GPA calculations and generates no grade points.
WA — Administrative Withdrawal; used if student is withdrawn by instructor due to student missing more than 10 percent of contact hours for the course. "WA" is not used in GPA calculations and generates no grade points.
WF — Withdrawn Failing; used if a student is withdrawn by the instructor after the withdrawal deadline. "WF" is used in GPA calculations and generates no grade points.
Note: Grades, which appear on a transcript, cannot be changed after one calendar year.
Prerequisites — Any course listed as a prerequisite must be passed with a grade of "C" or higher before the subsequent course may be taken.
NR – No Report is a grade that is reported when a faculty member fails to report grades on time, fails to report a valid grade, or a grade assigned when the class does not begin or end within the same semester. NR grades are updated by submission of a Grade Change Form.

Repeating a Course

Students may register for a course a maximum of three times. Grades of "W," "F," "WA," "WF," and "D" count toward the maximum of three registrations. Thereafter, a student may only register for the same class after completion and approval of an appeal based upon extenuating circumstances, such as prolonged illness. The appeal is a contract written by the student prior to the term in which he or she seeks re-enrollment. The appeal must detail the extenuating circumstances as well as an action plan to deal with the same or similar situations in the forthcoming term, including, but not limited to, campus based counseling, outside counseling, Student Disability Services, and tutoring. The appeal must be written by the student and signed by both the student and the appropriate department head and divisional dean (or an appointee of the department head or divisional dean). If a student does not successfully complete a course after an approved appeal, the student may only subsequently appeal one additional time for readmittance to the class. Thereafter, the student will be barred from reenrolling in the course for five (5) calendar years.

This policy does **not** supersede any stricter standards set forth by individual departments, divisions or the college as a whole.

Withdrawal from the College

Any student who finds it necessary to withdraw from all courses for which he/she is registered must complete the following steps to withdraw officially:

1. Obtain an Enrollment/Disclosure Form and fill in the information, which is to be supplied by the student.
2. Acquire all the signatures required on the form.
3. Turn in all forms to the Student Records Office or satellite campuses before the deadline. The deadlines for official withdrawals are announced each semester.
4. A student may be registered for different session classes within the same semester. Students are responsible for meeting the Add/Drop and Withdrawal deadlines listed in each class syllabus.

Graduation Requirements

Catalog Applicability

To graduate, you must fulfill program requirements as published in the applicable catalog. If you have had continuous enrollment at Greenville Technical College, you have two options:

- fulfill all of the program requirements listed in the catalog at the time of entrance into the college, or
- fulfill all the program curriculum requirements listed in any subsequent catalog in effect while you are enrolled.

If you discontinue enrollment for three consecutive semesters or longer, you must fulfill the program curriculum requirements listed in the catalog in effect at the time of re-enrollment. The dean of the academic division offering your program must approve any exceptions.

A student is eligible for graduation when the following requirements have been met:

1. The required number of hours in the student's curriculum has been satisfactorily completed.
2. All financial obligations to the college have been met.
3. An official application for degree, diploma or certificate has been filed with the Student Records Office no later than five weeks into the semester in which requirements are to be completed.
4. A grade point average of at least 2.0 has been maintained in all college work presented to fulfill the curriculum program requirements.
5. The following general education courses have been completed:
   a. For diploma programs, a minimum of one course in the areas of English communications, human relations and mathematics to equal a minimum of nine hours.
   b. For degree programs, a minimum of one component in each of the following areas:
      1. written and oral communications
      2. computational skills
      3. behavioral and social sciences
      4. humanities/fine arts ***(see note below)***
      5. natural sciences or math
   c. Minimum general education credits of nine hours for diploma programs and 15 hours for degree programs. These requirements are set for each program of study. See the program listings beginning on Page 66 for academic programs.
6. Students who re-enroll in the college after an absence of 12 consecutive months or more, and who are seeking an associate degree, diploma or certificate, must meet the graduation requirements as stated in the handbook and catalog, which is in effect at the time of re-enrollment.
7. In the event that the published description or course content of a required course or approved elective changes significantly after a student's initial enrollment and prior to graduation, a student may be required by his/her department head to repeat the course in order to meet graduation requirements even though the course number does not change.
8. In addition to the above, the following requirements must also be met:
   a. In associate degree programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.*
   b. In diploma programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.*
   c. In certificate programs, complete all program course requirements in the applicable catalog and complete a minimum of 25 percent of the total hours required in the program through instruction at Greenville Technical College. Exemption credit will not count toward the 25 percent.*
9. All requirements for admission to a program must only be met in order to be awarded a certificate, diploma, or degree.
10. To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Note: If a foreign language is chosen, the course must be at the 102 level or higher to satisfy this humanities/fine arts requirement.

****The only exception will be for Nursing students who have successfully completed NUR 201 (Transitions Nursing) and competency exams administered by the Nursing Department at Greenville Technical College.***

Commencement Exercises

Commencement exercises will be held near the end of the Spring Semester. All students who are scheduled to become eligible to graduate at any time during the academic year are expected to participate. Students can indicate on the graduation application form whether they plan to participate in the graduation exercises. There is a $45 commencement fee that covers the cost of the cap and gown and the mailing of the award. Students who choose not to participate in commencement will pick up their awards at the Student Records Office.No certificate, diploma or degree will be mailed to students unless the student requests the service and pays the mailing and handling fee. Such requests are to be submitted in writing to the Student Records Office.

Awards and Honors

The Dean's List

All students who earn a minimum of 12 semester credit hours in 100-level course and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than "C"), will be placed on the Dean's List. All part-time students who earn a minimum of 6-11 semester credit hours in 100-level course and above, and who achieve a minimum grade point average of 3.4 (with no grade lower than "C"), will also be placed on the Dean's List.

The President's List

All students who earn within a semester a minimum of 12 semester credit hours in 100-level course and above, and who achieve a grade point average of 4.0, will be placed on the President's List.

The President's Awards

The President's Awards are reserved for two graduating students who continually maintain a high academic rating and show exceptional leadership, character and service to their departments and Greenville Technical College. These individuals must have a cumulative technology grade point average of 3.7 - 4.0 and must have qualified for the Dean's List two consecutive semesters if in a degree program and one semester if in a diploma or certificate program. The recipients of the President's Awards will receive special recognition in conjunction with the graduation ceremony.

Honor Graduates

Any student who graduates with a cumulative technology grade point average of 3.4 or higher is considered to be an honor graduate.

Tuition and Fees

Tuition and Fees for Academic Year 2010-2011

Full-time tuition:	Per Semester
Greenville County Resident	$ 1,728
Out-of-County (S.C.) Resident	1,872
Out-of-State Resident/Non-U.S. Citizen (on Visa)	3,600

In determining tuition, a full credit load consists of 12 or more semester hours.

Part-time tuition:	Per Credit Hour
Greenville County Resident	$ 144*
Out-of-County Resident	156*
Out-of-State Resident/Non-U.S. Citizen (on Visa)	300.*

*Special courses may require different fees.

Resident Status

Resident status determination information can be found on Page 13 under "Resident Status" in the Admissions section of this catalog/student handbook.

Incorrect Classification

A student who has been incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts, these students may be charged tuition and fees past due and unpaid at the out-of-state rate.

The student also may be subject to administrative, civil and financial penalties. Until these charges are paid, he/she will not be allowed to receive transcripts or graduate from a South Carolina institution. Those students whose residency status changes are responsible for notifying the residency official of such changes.

Fees

All applicants to Greenville Technical College pay a non-refundable application fee of $35, which is payable immediately upon application for admission to a program of study.

A few courses require special fees for materials, tests, equipment and insurance. Individual academic department heads should be contacted for the amounts of such fees.

	Credit Hour	**Amount**
Technology Fee (refundable)	1	$ 5
	2	9
	3	13
	4	17
	5	21
	6	25
	7	30
	8	34
	9	38
	10	42
	11	46
	12+ over	50
Student Fee (refundable within the Add/Drop period)		$ 40

Note: Tuition and fees are subject to change. Please see http://www.gvltec.edu/tuition/ for current tuition and fees. MasterCard, VISA, AMEX, and Discover are accepted. Students paying tuition by credit card will be charged a $15 convenience fee.

Indebtedness

Students must clear any indebtedness to the college before registering for a subsequent semester, before graduating and before receiving official grade reports and/or transcripts.

A check on which payment is stopped constitutes an indebtedness to the college. The student will be responsible for paying the full amount of the check and a returned check fee of $30.

Refund Policy

Greenville Technical College will refund a portion of tuition paid by students who withdraw from course by specified dates. The schedule of dates, the percentage of tuition eligible to be refunded, and other pertinent policies regarding refunds can be found on the college's website (www.gvltec.edu) and in Student Services offices at all campuses. The college reserves the right to modify its tuition refund policies as necessary.

Financial Aid

Financial aid packages composed of grants, scholarships, loans and work study, can allow students with limited financial resources to pursue their educational goals at Greenville Technical College. Individuals enrolled in or accepted at the college who demonstrate a financial need or desire scholarship consideration must apply to begin the financial aid process. Completion of a Free Application for Federal Student Aid (FAFSA) is the first step in the process. Students must complete and submit a FAFSA online at www.fafsa.ed.gov.

The FAFSA should be completed as early as six months (and no later than two months) prior to the academic semester for which aid is requested. Determination of eligibility through needs analysis must be completed before aid is awarded. FAFSA online worksheets are available online at www.fafsa.gov, at the Financial Aid Office, Admissions Office or the Information Desk at the Admissions and Registration Center. Financial aid brochures, information about financial aid programs and qualifications can be obtained by calling the college's Information Center (864) 250-8111 or the Financial Aid Office (864) 250-8128.

Verification is a quality-control method used by the U.S. Department of Education to check the accuracy of information submitted on the FAFSA and for resolving conflicting information in a student's financial aid record. Because students sometimes make errors on their application, colleges are required to have procedures for verifying the reported information. Students are selected for verification either by CPS (Central Processing System) of the Department of Education or by the college. If the college has any information on an application that is inaccurate or conflicting, it is required by law to verify the information. A missing information letter (MIL) is issued along with all required forms to the student. Dependent students must submit signed copies of required documents for themselves and parents; independent students must submit signed copies of required documents for themselves and spouse (if applicable). To receive maximum consideration of aid, students should submit requested documents within 15 days of notification. Financial Aid processors make corrections to a student's record from the completed forms and documentation submitted by the student. The corrections are sent electronically to CPS, which in turn sends the college a corrected aid report. A student will not be able to receive financial aid until the verification process is complete.

Financial assistance available through the Greenville Tech Financial Aid Office includes the following:

Grants – Aid that does not have to be repaid

(See section on the Return to Title IV for exceptions)

Federal Pell Grant

This grant from the federal government helps pay educational costs. Student's eligibility is determined by family income and size, as well as other factors on the FAFSA. This information is also used to compute the Expected Family Contribution (EFC). As the EFC increases, the amount of the award decreases. If the EFC is zero, the student is eligible for the maximum Pell Grant.

Requirements to receive a Federal Pell Grant include the following:

- Must be a U.S. citizen or eligible non-citizen.
- Must have a high school diploma, GED certificate, or meet Ability to Benefit requirements.
- Must be enrolled in an eligible program.
- Must be admitted into a program consisting of at least 16 credit hours.
- Must not have bachelor's degree or higher degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)

An FSEOG is for undergraduates with exceptional financial need (students with the lowest EFCs) and gives priority to students who receive Federal Pell Grants.

Requirements to receive an FSEOG include the following

- Must be eligible for a Pell Grant and have an EFC between 0-200.
- Must be a U.S. citizen or eligible non-citizen.
- Must have a high school diploma, GED certificate, or meet Ability to Benefit requirements.
- Must be enrolled in a minimum of three credit hours in a valid program consisting of at least 16 credit hours.
- Must not have bachelor's degree or higher degree.

What is the difference between the FSEOG and Federal Pell Grant?

The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students. There is no guarantee that every eligible student will be able to receive an FSEOG; therefore, students at each school will be awarded an FSEOG based on the availability of funds at that school.

South Carolina Need-Based Grant (SCNBG)

This state grant is awarded based on financial need and availability of funds at the college. Requirements to receive a South Carolina Need-Based Grant include the following:

- Must be a South Carolina resident.
- Must have a high school diploma or GED certificate.
- Must be enrolled in a minimum of six credit hours in a valid program consisting of at least 16 credit hours.
- Must not have an associate degree or higher.
- Must not have a criminal record or two or more drug-related convictions.
- Other program requirements apply.

South Carolina Lottery Tuition Assistance (SCLTA)

This South Carolina state grant has award amounts which are subject to change. The award is applied to tuition and fees, but not books. If students have enough federal and/or other state grant funds to cover the cost of their tuition and fees they will not receive SCLTA. If grants cover only a portion of tuition and fees, they will receive SCLTA not to exceed the uncovered portion of their tuition and fees, not the maximum of the SCLTA for which they are eligible.

To be eligible for lottery funds, a student

- Must be a South Carolina resident.
- Must complete and submit a Free Application for Federal Student Aid (FAFSA) before the last day of classes in the term of the application.
- Must be admitted in certificate, diploma or associate degree program.
- Must be enrolled in at least six credit hours.
- Must maintain Satisfactory Academic Progress after attempting 24 credit hours.
- Must be enrolled in an eligible program.

Students will not be eligible for SCLTA if they

- owe a refund or repayment of a state grant, a Pell Grant, or an FSEOG.
- are in default on a loan under the Federal Perkins Loan, Federal Stafford Loan, or William D. Ford Direct Loan.
- Receive LIFE scholarship.

Students will not be eligible for SCLTA to attempt an additional program of study if they received SCLTA funds to earn a certificate/diploma/degree from Greenville Tech within the past five years (unless the additional program constitutes "progression" in the same field of study.

Greenville Tech Vocational Grant

This institutional tuition grant is awarded to selected vocational high school students each year. This grant applies to the cost of tuition only for one academic year and is valued at $500 per semester. Recipients must be recommended by their career center or vocational high school.

Federal Work-Study

Comprised of both federal and college funds, this program is designed to help students who would be unable to pursue or continue their studies unless they earned part of their expenses.

Students in this program at Greenville Tech work an average of 20-30 hours per week. The basic rate of pay is $7-9 per hour. While assignment of Federal Work-Study jobs related to the student's field of study is desirable, this is not a requirement and often is not possible. Jobs vary and may include working in offices, laboratories and the library, or as peer counselors, teachers' aides and reading tutors. Some jobs are located off-campus.

Loans

Federal Stafford Direct Student Loan Program

Under this program, students receive a low, variable interest loan. Dependent students may borrow up to $5,500 for the first year of undergraduate study and up to $6,500 for the second year. Independent students may borrow up to $9,500 for the first year of undergraduate study and up to $10,500 for the second year. Dependency is determined by the U.S. Department of Education via the Free Application for Federal Student Aid (FAFSA).

Interest Rates

- Loans obtained prior to July 1, 2006, carry a variable interest rate that is adjusted on July 1 each year.
- Loans obtained for periods of enrollment beginning on or after July 1, 2006, will have a fixed interest rate of 6.8%. Over a four-year period beginning July 1, 2008, the interest rate on **subsidized Stafford Loans made to undergraduate students** will be reduced. The applicable interest rates for loans made during this period are as follows:

First disbursement of a loan:

Made on or after	And made before	Interest rate on the unpaid balance
July 1, 2008	July 1, 2009	6.0 percent
July 1, 2009	July 1, 2010	5.6 percent
July 1, 2010	July 1, 2011	4.5 percent
July 1, 2011	July 1, 2012	3.4 percent

These changes apply to subsidized Stafford Loans first disbursed on or after July 1 of each year through June 30 of the next year. This change does not affect any prior loans made to borrowers; the terms and interest rates of those loans remain the same. *These reduced interest rates apply only to subsidized loans; any unsubsidized Stafford Loan for the same undergraduate borrower would continue to be made at the current fixed interest rate of 6.8 percent.*

Federal Direct PLUS Loan Program

This non-need-based loan is awarded to the parents of students. Parents may borrow a limited amount not to exceed the estimated cost of attendance minus other financial aid awarded during the period of enrollment. Loans originated after July 1, 2006, will be at a fixed interest rate of 7.9 percent.

Standards of Satisfactory Academic Progress Policy

Greenville Technical College has adopted the following Standards of Satisfactory Academic Progress (SAP) Policy according to federal and state regulations. Greenville Tech's Standards of Satisfactory Academic Progress Policy measures a student's performance in the following areas: completion rate, cumulative grade point average (GPA), and maximum time frame. All students receiving any federal and state student financial aid must adhere to the college's SAP policy.

This SAP policy applies to all students applying for or receiving federal and state funds including SC Lottery Tuition Assistance. The intent of this policy is to ensure that students who are receiving federal and state financial aid are making measurable progress toward completion of a degree, diploma or certificate program within a reasonable time frame. To be eligible for federal and state aid, a program of study must require a minimum of 16 credit hours for graduation.

The office of Financial Aid and Veterans Affairs monitors the SAP of all financial aid recipients by reviewing a student's total academic record after grades are posted at the end of each semester. Students' failure to meet any one of three standards may result in the cancellation of their awards.

Requirements

The SAP requirements for Greenville Technical College are summarized below.

- **Completion Rate.** Financial aid recipients are required to complete at least two-thirds of the credit hours attempted. The completion rate is derived by dividing the cumulative hours completed by the cumulative hours attempted. Note: Financial aid recipients may take a maximum of 30 credit hours in developmental course work which consist of English, reading and math courses below the 100 level. These courses do not count toward hours attempted and will not be considered in determining the Standards of Academic Progress.
- **Grade Point Average.** In order to remain in good academic standing, financial aid recipients must maintain a minimum cumulative Grade Point Average (GPA) of 2.0.
- **Length of Eligibility.** Financial aid recipients must complete their program of study without having attempted more than 150 percent of the credit hours required to complete their curriculum. For example, a student enrolled in a program of study requiring 30 credit hours to complete may not attempt more than 45 total credit hours (i.e. 30 x 150 percent = 45). The maximum length of eligibility is 180 non-remedial total credit hours. This limit includes transfer credit earned. Students who have exceeded the length of eligibility for their program of study, but have graduated from another program of study will have continued eligibility until they reach 180 total credit hours. However, the cumulative GPA and cumulative completion rate will no longer be considered when determining eligibility. Students coded as 180-hour status under the SAP Policy must meet the term GPA and term completion rate requirements to maintain continuing eligibility for financial aid disbursements. Failure to meet term requirements will result in an "ineligible" status.
- **Failure to Meet Minimum Standards.** Financial aid recipients who fail to meet the minimum standards (have not completed two-thirds of their cumulative attempted hours and/or have not achieved a 2.0 GPA) will be placed on financial aid warning. Financial aid warning means that future financial aid is in jeopardy. Financial aid recipients receive financial aid while on warning. At the end of a warning semester, the financial aid recipient who fails to meet the minimum Satisfactory Progress Standards for the semester will become ineligible for financial aid.

If academic difficulties were the results of events beyond the student's control, (i.e. illness, separation/divorce, or work-related problems), the student may appeal to have financial aid reinstated.

Academic issues that will affect Satisfactory Academic Progress include

- **Course repetitions, withdrawals, incomplete courses, transfer credits, and all other grades** — All grades are counted in the hours attempted.
- **Developmental courses** — Financial aid recipients may take a maximum of 30 credit hours in developmental coursework which consists of English, reading and math courses below the 100 level. These courses do not count toward hours attempted and will not be considered in determining the Standards of Academic Progress.
- **Change of major** — A financial aid recipient who changes his or her course of study is still responsible for maintaining satisfactory progress. A financial aid recipient changing from one program to another may lose federal and state eligibility immediately upon making the change. When considering a change in major, a student should consult the Office of Financial Aid and Veterans Affairs to discuss the effect of this change on his/her satisfactory academic progress. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.
- **Returning student's academic record** — Federal financial aid regulation requires colleges to track a student's academic progress from the first date of enrollment, whether or not financial aid was received. Students returning to college after a break in enrollment should consult the Office of Financial Aid and Veterans Affairs to determine how their college academic history will affect eligibility for financial aid.

Appeals Procedures

If a student failed to meet the requirements for the grade point average and/or completion rate, he or she must provide a personal statement that

- Outlines the circumstance that prevented the student from meeting the Standards of Satisfactory Academic Progress policy;
- States why it is possible to improve upon past academic performance;
- Explains the corrective action taken; and
- Includes third party documentation that verifies the statement.

All documentation **must include** the student's name and ID number, and relate to the specific period during which the student's academic performance was affected.

Examples of acceptable documentation include

- Birth/death certificates, obituaries, funeral programs of immediate family members (i.e. parents, grandparents, spouses, children, brothers, sisters).
- Medical records on physician's or hospital's letterhead with the appropriate signatures that confirm illness and length of recuperation.

- Court documents.
- Statements from physicians, counselors, clergy or social workers on company letterhead, with the appropriate signatures.
- Statement from work supervisor on company letterhead with the appropriate signature.

If a student has exceeded the maximum attempted hours (150 percent rule), he or she must

- Provide a personal statement explaining why accumulated attempted hours exceed current degree requirements.
- Attach documents that verify statement (see above for acceptable documentation).
- Obtain a Degree Audit from an academic or faculty advisor listing the remaining requirements for current degree program and a projected completion date. **Timeliness of degree audit requests is essential for appeal. Last minute requests for degree audits could delay and jeopardize an appeal.** It is strongly recommended that students obtain and review a copy of their unofficial transcript before submitting an appeal.

The inclusion of supporting documentation as outlined above does not guarantee that an appeal will be granted. Each appeal will be reviewed on a case-by-case basis. **Appeal letters submitted without supporting documentation will not be considered.**

The need for more than one appeal generally indicates a serious problem. Only one appeal will be accepted per semester. The Financial Aid Appeals Committee will review the appeal. The student will be advised via campus e-mail of the final decision within 15 working days of receipt of the appeal (during non-peak times, and 30 working days in peak seasons).

Students whose appeals have been denied by the Financial Aid Appeals Committee may meet with the Financial Aid dean for further review. **During the appeals process, telephone calls or e-mails concerning an individual financial aid appeal status can cause serious delays!**

Reinstatement

To regain eligibility a student should

- Use personal funding to enroll in a minimum of six non-remedial credit hours (courses below the 100 level are remedial) and complete them with a 2.0 or better GPA. Note: Students who enroll in more than six non-remedial credit hours must complete two-thirds of the credit hours in which they enroll with a 2.0 or better GPA.
- File an appeal. If the appeal is approved, the student will be placed on financial aid probation for the semester in which the appeal is granted.

Refer to the Standards of Satisfactory Academic Progress Policy published by the Greenville Technical College Office of Financial Aid and Veterans Affairs for information on retaining the restored aid.

For more information on how to apply for loans, grants or scholarships, contact the Greenville Tech Financial Aid Office at (864) 250-8128. The office is located in the Admissions and Registration Center at McAlister Square.

Scholarships

South Carolina LIFE Scholarship

Eligibility for this state scholarship is determined on academic merit. This award does not require completing a FAFSA, but it is highly recommended. LIFE scholars cannot receive Lottery Tuition Assistance in the same academic year.

Entering freshmen requirements include the following:

- Must be a South Carolina resident.
- Must be a South Carolina high school graduate.
- Must have a 3.0 high school grade point average on a 4.0 scale.
- Must have no felony convictions.
- Must have no second or subsequent drug or alcohol convictions in preceding 12 months/calendar year.
- Must be a full-time undergraduate student in an eligible program.
- Must take a minimum of 12 non-remedial credit hours. At Greenville Technical College all courses with a 100 or lower course number are remedial unless otherwise noted in the college catalog.

Additional requirements for continuing or transfer students include the following:

- Must have a minimum of a 3.0 cumulative GPA (all colleges attended).
- Must have completed a minimum of 30 curriculum credit hours in prior academic year (15 credit hours, if enrollment started in January.)

The LIFE Scholarship (at two-year SC colleges) pays the cost of tuition, plus a $300 annual book allowance. LIFE Scholarships are available the following semesters:

- One-year diploma/certificate program — two semesters.
- Two-year degree — four semesters.
- Four-year degree — eight semesters.

Lillian Simpson Scholarship

Greenville Technical College established the Lillian Simpson Scholarship to honor Miss Simpson's outstanding dedication to the students in Greenville County. One scholarship is available to a student from each of the 14 Greenville County public high schools. The scholarship has a value of $500 per semester for one academic year and covers tuition only. To qualify, the high school senior must be

- Ranked in the top 50 percent of his/her class at the end of the seventh semester.
- Officially accepted for admission in the curriculum program of choice.
- Officially recommended by the high school counselor.

Policies

Office of Financial Aid and Veterans Affairs Information Disclosure Policies

The Office of Financial Aid and Veterans Affairs at Greenville Technical College strives to protect the confidentiality and privacy of student records as required by law. The Family Educational Rights and Privacy Act of 1974 (as amended), commonly referred to as the Buckley Amendment, sets forth the educational information of a student and how the information should be treated to protect student privacy.

Advice to Students, Parents, and External Parties Seeking Student Financial Aid Information

The Office of Financial Aid and Veterans Affairs recommends that custodial parents, non-custodial parents, spouses, and interested third parties seek financial aid award information directly from the student. Students have quick and easy access to their financial aid, billing, and grade report records via Web Advisor. If information will be required by a third party, an Information Release Form must be signed by the student and placed on file with the Office of Student Records.

Greenville Tech's financial aid staff may provide custodial parents with financial aid information services, but are not required to do so. In some instances, the Financial Aid office reserves the right to refer some custodial parents' questions back to the student to protect the confidentiality of student records.

Greenville Technical College Student Financial Aid Information Release Practices

For financial aid purposes, parent definitions and independent student definitions are defined by federal student aid regulations and may differ from the Internal Revenue Services dependent exemption tax rules and definitions. Any exceptions to these financial aid release practices are subject to dean approval.

- **Parent Financial Aid Record Release**
  Financial aid records and statements of a student's parents submitted to the Financial Aid office are not considered student educational records and thus will not be released to the student. For example, Greenville Tech's financial aid staff will not release a copy of a parent tax return to a student.
- **Non-Custodial Parent Information Inquiries**
  Greenville Tech's financial aid staff will not release student financial aid information to the non-custodial parent(s) of a student considered dependent for financial aid purposes.
- **Parents of Independent Students Information Inquiries**
  Greenville Tech's financial aid staff will not release student financial aid information to the parent(s) and or spouses of a student considered to be independent for financial aid purposes.
- **Student Written Requests**
  A student may submit a written and signed request for the release of student financial aid information to Greenville Tech that includes the following: 1) exactly what information is to be released; 2) the time period the information is for; and 3) the reason the information is being sought.
- **Third-Party Requests**
  No student-specific financial aid information is provided to any third party by phone or in person.

Office of Financial Aid and Veterans Affairs Identity Confirmation Practices

- **Student Identity Confirmation in Person**
  The preferred method for confirming students' identities is their personal presentation of a valid Greenville Technical College Identification card, driver's license, or picture ID.
- **Student Identity Confirmation on the Telephone**
  Over the phone, a student's identity will be verified by asking a series of questions: full name, date of birth, and student identification number. To preserve the privacy of student records, the Financial Aid office reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.
- **Dependent Student Custodial Parent Confirmation in Person**
  Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the Free Application for Federal Student Aid (FAFSA).
- **Dependent Student Custodial Parent Confirmation on the Telephone**
  Custodial parent identity will be verified by asking a series of questions: full name of student and parent, student identification number, and parent SSN as reported on the FAFSA. To preserve the privacy of student records, Greenville Tech reserves the right to deny telephone service to a caller if the identity of the caller cannot be confirmed or is in doubt.
- **Independent Student Parents on the Telephone or in Person**
  No student-specific financial aid information will be released to the parents or spouses of students considered independent for financial aid purposes.

Social Security Number (SSN) Use by the Office of Financial Aid and Veterans Affairs and the Federal Student Aid Programs

The Greenville Technical College Office of Financial Aid and Veteran Affairs uses the information students provide on the Free Application for Federal Student Aid (FAFSA) to determine eligibility to receive federal, state, and institutional student financial aid and the amount of eligibility. Sections 483 and 484 of the Higher Education Act of 1965, as amended, give the Federal Student Aid Programs (FSAP) the authority to ask students and parents these questions, and to collect the SSN of students and parents. The Financial Aid Office, FSAP, and the state aid agency uses the SSN to verify, identify and retrieve records, and may request the SSN again for these purposes.

Without a student's consent, FSAP may disclose information provided on the FAFSA to entities under a published "routine use." Under such a routine use, FSAP may disclose information to third parties that are authorized to assist them in administering the above programs; to other federal agencies under computer matching programs, such as those with the Internal Revenue Service, Social Security Administration, Selective Service System, Immigration and Naturalization Service, U.S. Department of Homeland Security, and Veterans Administration; to a student's parents or spouse; and to members of Congress if a student asks them to help with student aid questions.

If the federal government, the U.S. Department of Education, or an employee of the U.S. Department of Education is involved in litigation, FSAP may send information to the Department of Justice, or a court of adjudicative body, if the disclosure is related to financial aid and certain conditions are met. In addition, FSAP may send student information to a foreign, federal, state, or local enforcement agency if the information submitted indicates a violation, or potential violation of law, for which that agency has jurisdiction for investigation or prosecution. Finally, FSAP may send information regarding a claim that is determined to be valid and overdue to a consumer report agency. This information includes identifiers from the record, the amount, status, and history of the claim, and the program under which the claim arose.

Title IV Funds Policies

Treatment of Title IV Funds When a Student Withdraws

When a recipient of Title IV grant or loan assistance withdraws from an institution during the semester in which the recipient began attendance, the institution must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that the student earned as of the student's withdrawal date. Unearned Title IV funds must be returned to the Title IV Programs.

The Return of Title IV Funds/Institutional Refund Policy

This policy applies to students who withdraw or are withdrawn from Greenville Technical College, and refunds for these students are determined according to the following policy:

The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at Greenville Technical College: Unsubsidized Direct loans, Subsidized Direct loans, Direct PLUS Loans, Federal Pell Grant, Federal Academic Competitiveness Grant, and Federal SEOG.

A student's withdrawal date is computed as follows:

- The date the student began the institution's withdrawal process (as described in the Greenville Technical College catalog) or officially notified the institution of intent to withdraw.
- The midpoint of the period for a student who leaves without notifying the institution or who receives all failing grades.
- The student's last date of attendance at a documented academically related activity.

Title IV aid is earned in a prorated manner on a daily basis up to the 60 percent point in the semester. Title IV aid is viewed as 100 percent earned after that point in time.

Students who find it necessary to withdraw from Greenville Technical College should do so in writing to the Registrar's Office, Web Advisor in GTC4ME or at one of the satellite campuses.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Assistance
- Other Federal Sources of Aid
- Other State, Private and Institutional Aid

Institutional and Student Responsibilities Concerning the Return of Title IV Funds

Greenville Tech Office of Financial Aid responsibilities in regard to the Return of Title IV funds include

- Providing each student with information given in this policy.
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students.
- Returning any Title IV funds that are due to the Title IV programs.

The student's responsibilities in regard to the Return of Title IV Funds include

- Returning to the Title IV programs the dollar amount of any funds disbursed directly to the student subsequently determined to be ineligible via the Return of Title IV Funds calculation.

Other Financial Aid Opportunities

Financial assistance is also available to eligible students from other government agencies. Students who have lost their jobs should contact their local South Carolina Employment Security Commission Office to see if they are eligible for money through federal or state-sponsored programs. Students with disabilities may qualify for assistance through their local Vocational Rehabilitation office.

Other aid opportunities for students are provided by local fraternal organizations, societies, business firms, high schools and family employers. For further information, check with the Greenville Tech Financial Aid office and/or your high school guidance counselor.

The Greenville Tech Foundation, Inc. Scholarships

The Greenville Tech Foundation, Inc. was organized in 1973 as a non-profit corporation for the purpose of seeking community support for Greenville Technical College. Students should contact the Financial Aid Office to apply for scholarships administered by the Greenville Tech Foundation, Inc. The endowed scholarships that are available for students include the following:

Allied Health Minority Endowed Scholarship — This scholarship was established in 1987 and is awarded on the basis of academic merit and financial need to outstanding African-American students enrolled in the associate degree programs of the Health Sciences/Nursing division. Students must have completed one semester and have a minimum 2.5 GPA.

Alumni Endowed Scholarship — Awarded to accepted or currently enrolled students in the program of their choice, this scholarship is based on financial need and/or academic merit. Students must be South Carolina residents and are eligible to receive this scholarship for up to two academic years by maintaining a minimum 2.0 GPA. It was established in 1988 by the Greenville Tech Alumni Association.

American Legion Post #3/W.W. Wilkins, Sr. Endowed Scholarship — This scholarship was established in 1984 by the Greenville County American Legion Fair Association in honor of W.W. Wilkins, Sr., a local attorney and chairman of the association. It was endowed by the American Legion Post #3 in 1997 and is awarded to accepted or enrolled students in the Industrial Technologies programs who are U.S. citizens. This scholarship is intended for students who are seeking to improve their skills/abilities and to receive the necessary training to learn a trade and improve their way of life and ability to earn a living. The award is based on financial need and academic merit. All things being equal, preference will be given to veterans and their families.

APICS Industrial Crescent Chapter/Garth Thompson Materials Management Endowed Scholarship — This scholarship was established in 1986 by the Industrial Crescent Chapter of the American Production and Inventory Control Society (APICS). It was renamed in 1995 in memory of Garth Thompson, Materials Management department head from 1990-93. It is restricted to accepted or currently enrolled students in Supply Chain Management who have demonstrated previous high school or college academic promise. Preference will be given to current members of APICS and/or their children. By maintaining a minimum 2.5 GPA, students may receive this scholarship for up to one academic year.

Bannon Foundation Endowed Scholarship — Established in 1989 by the Bannon Foundation and endowed in 1996, this scholarship is awarded to accepted or enrolled students who are U.S. citizens; South Carolina residents of Greenville, Pickens, Spartanburg, Laurens or Anderson counties; capable of satisfactory performance in the program of their choice; in genuine financial need; and have actively participated and assumed a role of leadership in civic, cultural, religious, educational, professional or governmental life in the community.

Nadeen Duggan Barton Memorial Nursing Endowed Scholarship — Created in her memory in 1991 by her husband, John B. Barton, friends and family, this endowed scholarship is restricted to second-semester nursing students. Awards are based on academic achievement with a minimum 2.5 GPA.

Dr. Thomas E. Barton, Jr. Endowed Scholarship — Named in honor of Greenville Tech's former president and created by a gift from the Re-Elect Strom Thurmond Committee in 1990, this endowed fund will provide tuition assistance for up to one academic year to a needy, deserving student who is a South Carolina resident majoring in the program of his or her choice.

BBA Nonwoven Endowed Scholarship — Established in 1997 by the Contributions Committee of BBA Nonwoven, this scholarship is for up to one academic year and is awarded to students who are graduates of Hillcrest High School and majoring in a program related to the manufacturing environment.

Mrs. George E. (Zana Campbell) Bomar Endowed Scholarship — Established in 1998 by George E. Bomar, his daughters and their families, in memory of his wife, Zana Campbell Bomar, this scholarship is awarded to accepted or enrolled students who are Greenville County residents and are majoring in nursing, allied health or the sciences curriculums. Awards are based on academic achievement.

William Bradshaw/Alumni Endowed Scholarship — Established in 2000 by Bradshaw Automotive Companies and William Bradshaw as part of the Alumni Golf Tournament sponsorship, it is awarded to students in the automotive technology field and is based on academic achievement. (If no auto students apply, student can be in academic curriculum of choice leading to a certificate, diploma or an associate degree.)

Bridges to a Brighter Future Scholarship Endowed by the Jolley Foundation — This scholarship was established in 1999 and is awarded to students accepted or enrolled in the certificate, diploma or associate degree program of student's choice. Students must have financial need and a minimum "C" average or 2.0 GPA from previous high school academic work; be a graduate of a Greenville County high school; and completed the Bridges to a Brighter Future program at Furman University.

Douglas Woodrow Brister, Sr. Endowed Scholarship - Established in 2006 by his wife, Nettie, his son, Doug, and other family members and friends. Dr. Brister was associated with Greenville Technical College for almost 30 years (1972 - 2002), first as a counselor, then as special assistant to the president, and he was serving as the vice president for administration when he passed away on May 22, 2002. This scholarship is awarded to students accepted or enrolled in a curriculum program leading to a certificate, diploma, or associate degree at Greenville Tech and is based on academic achievement.

Eleanor and Clyde Brooks Endowed Scholarship — This scholarship was established in 2000 by H. Clyde and Eleanor Brooks, who operated a State Farm insurance agency in Simpsonville from 1961 to 1999. Their son, David, attended Greenville Tech for two years before transferring to Clemson in 1992. Their daughter, Phyllis, is married to John Thomas, an attorney and former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students accepted or enrolled in an academic curriculum program leading to a certificate, diploma, or associate degree at Greenville Tech. It is based on academic achievement and preference is given to graduates of Hillcrest High School or residents in the Golden Strip (area south of I-85).

Annabelle Brush Endowed Scholarship — This scholarship was established in 1999 by Howard "Champ" and Imogene "Gene" Covington in memory of Annabelle Brush, who overcame polio as a child, married and had six daughters and two sons. She gave up her dream of becoming a nurse to raise her family. Her husband died the year her youngest child was born, and she raised them as a single parent. She encouraged her daughter, Patricia Flynn, who now works at the Greenville Hospital System, to pursue nursing at Greenville Tech. This scholarship is awarded to students in the ADN or LPN programs.

B.K. Bryan Health Care Endowed Scholarship — Established in 2007 in his memory by his family and friends, this scholarship is awarded to health care students. Mr. Bryan was a member of the Greenville Tech Foundation Entrepreneur's Forum.

Wade Hampton Bryant Endowed Scholarship — Established in 1987 in memory of Wade Bryant, vice president for Citizens & Southern Bank and Greenville Tech Foundation board member, this scholarship is awarded for one academic year to Arts and Sciences students in financial need. Preference will be given to students who have an interest in banking or the legal field as a career.

Jeff Burdette Memorial Endowed Scholarship — This scholarship was established in 1992 in memory of City of Greenville Police Officer Carl Jeffrey Burdette, who died following a six-year illness with amyotrophic lateral sclerosis (Lou Gehrig's disease), by his widow, Kimberly D. Burdette, and the Greenville County Fraternal Order of Police, Lodge 17. It is awarded to accepted or currently enrolled students in the program of their choice, based on financial need and academic potential (minimum 2.5 GPA).

Horace L. Butler, Sr. Endowed Scholarship — Established in 1997 by the Knox L. Haynsworth, Jr., family, the law firm of Haynsworth, Baldwin, Johnson and Greaves, P.A., and family and friends in memory of Horace L. Butler, Sr., long-time employee of the law firm, this one academic-year scholarship is awarded to an accepted or enrolled Greenville County resident student majoring in a program of the student's choice. It is based on academic achievement (minimum 2.0 GPA) and financial need to students not receiving federal grants.

June Campbell Nursing Endowed Scholarship — This scholarship was established in 1989 as a graduation gift from the ADN3 class of 1989 in honor of June Campbell's retirement from the nursing faculty. Campbell has continued to support the fund. It is awarded to nursing students demonstrating academic achievement and financial need.

Fred J. Collins, Jr. Endowed Scholarship — Designed to assist needy and worthy students in the education and training of their choice, this scholarship is awarded for up to two academic years if the student maintains a minimum 2.5 GPA. The late Mr. Collins established this scholarship in 1991 while serving on the board of the Greenville Tech Foundation, Inc.

CompX National Machine Tool Technology Endowed Scholarship — Restricted to full-time students in Machine Tool Technology, this scholarship is awarded for one semester or more. Applicants must have completed a minimum of 12 credit hours with a 2.0 GPA to be eligible for this scholarship. National Cabinet Lock (now known as CompX National) of Mauldin, S.C., began the endowment for this scholarship in 1987.

Imogene H. Covington Endowed Fund for Nursing Students — Established in 2007 by Howard H. "Champ" Covington in loving recognition of his wife Imogene H. "Gene" Covington as an expression of grateful appreciation for the years of support she gave to him and their children, especially during Mr. Covington's battle with cancer. This scholarship is awarded to nursing students who are South Carolina residents.

Ladson Gentry Cubbage, Sr. Memorial Endowed Scholarship in Entrepreneurial Education — Established in 1999 by Leighton M. Cubbage, a Greenville Tech Foundation board member, in memory of his father, Ladson Gentry Cubbage, Sr., who was an entrepreneur in Sumter County and operated a farm and other businesses, this scholarship is awarded to students with a minimum 2.0 GPA who have been involved in a personal business enterprise, have demonstrated an entrepreneurial spirit, or are majoring in marketing, management or a business-related field. The primary criteria is the favorable probability of becoming an entrepreneur.

Dorothy Davenport Memorial Nursing Endowed Scholarship — Originally established by the nursing students at their pinning ceremony in 1975 in honor of Dorothy Davenport, nursing faculty member, and endowed in her memory by her family following her death in 1993, this scholarship is given to students accepted or enrolled in the Associate Degree Nursing or Licensed Practical Nursing programs and is based on financial need.

E. Arthur and Jeanet S. Dreskin Medical Laboratory Technology Endowed Scholarship — This scholarship was established in 1993 and endowed in 1998 by Dr. E. Arthur and Jeanet S. Dreskin. The late Dr. Dreskin initiated the Certified Lab Assistant Program at Greenville Tech (now known as Medical Laboratory Technology) and was the medical director of the Greenville Tech program for 17 years. This scholarship is awarded to second year MLT students with academic potential and financial need.

Drive Automotive/Heinz Stoiser Endowed Scholarship — This scholarship was established in 1998 by Drive Automotive, a division of Magna International, in honor of Heinz Stoiser, who was the start-up plant manager when Drive Automotive opened operations in Greenville in 1994. This scholarship is awarded to accepted or enrolled students in Machine Tool Technology and is based on academic achievement and financial need.

Ellcon National Endowed Scholarship — Established in 1997, this scholarship was endowed in 1999 by Ellcon National. (Douglass E. Kondra is a member of the company's board of directors and also a member of the Greenville Tech Foundation board of directors.) This scholarship is awarded to children, legally adopted children or step children of current Ellcon National employees who have been permanent, full-time employees for at least one year. If no children of Ellcon National employees apply, this scholarship can be awarded to other students. Award is based on academic achievement.

Erwin-Penland/Anne Gwinn Endowed Scholarship — Established in 1997 by Erwin-Penland in honor of employee Anne Gwinn, this scholarship is awarded for one academic year to accepted or enrolled students majoring in the curriculum of their choice. It is based on academic achievement.

Fabri-Kal Foundation Endowed Scholarship — Established in 2000 and endowed in 2002 by Fabri-Kal Foundation, this scholarship is awarded based on academic achievement. All things being equal, preference will be given to Fabri-Kal employees or their children, but not required.

Fall for Greenville Hospitality Education Endowed Scholarship — Established in 2006 by the Fall for Greenville board of directors from the festival proceeds. Fall for Greenville is the annual "taste of our town" festival which is the largest food-based street festival in the Southeast. The scholarship is awarded to accepted or enrolled students in the Hospitality Education program and is based on academic achievement and financial need.

Keller Cushing Freeman Honors Program Endowed Scholarship — Established in 1989 in honor of Dr. Keller Cushing Freeman, who taught philosophy, history and humanities at Greenville Tech from 1972-86, and who also was an instructor at

Clemson and Furman universities, this scholarship is awarded to students in the University Transfer Honors Program.

Stuart L. Fretwell Endowed Scholarship — This scholarship was established in 2005 in memory of Stuart Fretwell by family and friends after his untimely death from cancer. He was a librarian at Greenville Tech and earned his MBA and Masters in Library Science at the University of South Carolina. It is awarded to nursing students planning to continue their education to get a bachelor's in nursing and is based on academic achievement and financial need.

Blake P., Sr. and David H. Garrett Endowed Scholarship — Established in 2005 by Ed McCameron, founder of Carolina Automatic Sprinkler Company, and his son Chris, in honor of the Garretts who were their mentors, this scholarship is awarded to residents of the Golden Strip (area south of I-85 in Greenville County) who are attending the Brashier Campus.

Mary M. Graham Endowed Student Book Fund — This scholarship was established in 2005 by Arthur R. "Dick" Graham in memory of his wife of 63 years, Mary. Mr. Graham served as chairman of the Greer Campus Advisory Board for 15 years. Recipient must be attending the Greer Campus.

Greenville Hospital System Endowed Scholarship — Established in 1999 by the Greenville Hospital System and its foundation, this scholarship is awarded to Nursing students who have successfully completed the first semester of Nursing courses and Radiologic Technology students who have successfully completed Phase II (two semesters) of the Radiologic Technology program. Students must have a minimum 3.0 GPA. The recipient will agree by signing a scholarship/work agreement to accept full-time employment, if offered, with the Greenville Hospital System for at least the number of years (one to two) the scholarship was received, or repay the total monies received through the scholarship fund plus eight percent annual interest from the date of the award, with repayment time no more than twice the length of time the award was received.

James B. Greer Endowed Scholarship — Established in 1994 by Susan S. Wilson, a 1978 graduate of the Greenville Tech Industrial Engineering Technology program, in memory of James B. Greer, a Vietnam veteran who attended Clemson University classes held on Greenville Tech's campus, this scholarship is awarded to non-traditional students who are active in extracurricular and community service, with preference to single parents. Preference will also be given to prior participants or advisors of Junior Achievement.

Alberta Tucker Grimes Minorities Endowed Scholarship — This scholarship was established in 1990 in honor of the late Alberta Tucker Grimes, Greenville Tech retiree and founder of the local Head Start program. It provides scholarships for Greenville Tech minority students based on financial need, academic standing and citizenship.

Hazel Pittman Hall Endowed Scholarship — This scholarship provides assistance to students who are experiencing great financial need. By maintaining a 2.0 GPA, students may receive this scholarship for one academic year. The late Hazel Pittman Hall, former vice president for Student Affairs at Greenville Technical College, retired in 1986, and this scholarship was established in her honor.

Harley Owners Group/Greenville Chapter Endowed Scholarship — Established in 1997 by the Harley Owners Group/ Greenville Chapter, this scholarship is awarded to students accepted or enrolled in the program of their choice who are Greenville or Pickens County residents. The award is based on academic achievement and financial need.

Janice Harper, RN, Memorial Nursing Endowed Scholarship — Established by an anonymous donor in 2001 in memory of Janice Harper, a caring and committed nurse, this scholarship is awarded to students enrolled in the ADN or LPN programs and is based on financial need and academic achievement (minimum "C" average or 2.0 GPA from previous high school academic work).

Clement Haynsworth, III, Memorial Endowed Scholarship — Established in 2001 and endowed in 2002 by Knox L., Jr. and Priscilla Barrett Haynsworth in loving memory of their son, Clement, a student at Coastal Carolina, who died after a sudden illness in 2000, this scholarship is awarded to students with learning disabilities who are accepted or enrolled in an academic curriculum program of their choice.

Ralph S. & Virginia Hendricks Foundation Endowed Scholarship — Established in 2001 by Ralph Hendricks, a successful businessman from Simpsonville and a former member of the Greenville Tech Foundation board of directors, this scholarship is warded to graduates of Hillcrest, Mauldin and Woodmont high schools, or to residents of the Golden Strip (area south of I-85 in Greenville County).

Gwendolyn & Richard Heusel Endowed Fund for Jobs Re-Training — Established in 2005 by Gwendolyn and Richard Heusel to provide continuing education scholarships for workers who've lost their jobs, are in financial need, and who are enrolled in training/re-training programs. Mr. Heusel owned and operated K M Fabrics and is a member of the Greenville Tech Foundation board of directors.

Stephanie Boyd Hillis Memorial Endowed Scholarship — The Stephanie "Shelli" Boyd Hillis Memorial Endowed Scholarship was established in 2007 by John and Sue Hillis in memory of their daughter-in-law who was tragically killed in a boating accident in 2004. She graduated top of her nursing class at Greenville Tech in 2000, and was a loving wife and mother of two children. This scholarship is awarded to a nursing student who is dedicated mother and has financial need and academic achievement.

ISM-CV Upper SC Chapter/William C. Erwin Supply Management – Created in 1994 by the Upper SC Chapter of the Institute for Supply Management, Carolinas-Virginia, this scholarship is for up to one academic year and awarded to Supply Chain Management students.

Lily Juanita "Nita" Johnston Administrative Office Technology Endowed Scholarship — This scholarship was established in 2001 from the estate of Miss Johnston (Nell Stewart, executor). Johnston was a secretary/receptionist for Potter Skackleford Construction Company and an administrative assistant for Liberty Life Insurance Company. She also served as a leader in the National Professional Secretaries Association. It is awarded to students enrolled in the Administrative Office Technology program and is based on academic potential (minimum 2.0 GPA).

Lockheed Martin Aircraft Maintenance Technology Endowed Scholarship — This scholarship was established in 1989 by Lockheed Martin and is restricted to students in Aircraft Maintenance Technology who show academic promise and have financial need. This scholarship is awarded for up to two academic years if the student maintains a 2.5 minimum GPA.

Elizabeth Mann Paralegal Endowed Scholarship — Restricted to students in the Paralegal program, this one-semester scholarship recognizes the students who achieve the highest GPA for the year. The scholarship was begun in 1984 and was further funded in 1987 by a major gift by the late Fred J. Collins, Jr., Collins Entertainment Corporation.

"Rennie" Mattos Martin Endowed Scholarship — This scholarship was established in 2002 in memory of Martha Irene "Rennie" Mattos Martin by her sister, Lib Mattos-Ward, her brothers Jimmy Mattos and Tommy Mattos, her son, Mitchell Martin, her daughter, Melodee Martin Thomas, her husband, Billy Martin, and other family and friends. Rennie was a 1954 graduate of Greenville High School and a 1957 graduate of the Greenville General Hospital School of Nursing. She worked as a nurse for 42 years and served at Greenville General Hospital, at a number of community hospitals while her husband served in the military, and was working at St. Francis Hospital when she died on October 15, 1999. Awarded for one academic year to enrolled students in the Licensed Practical Nursing or Associate Degree Nursing programs, this scholarship is based on academic potential and minimum 2.5 GPA.

Frank Mims Memorial Automotive Endowed Scholarship — This scholarship was established in 1994 by Mary Louise G. Mims in memory of her husband, G. Franklin Mims, Sr. Mr. Mims was president of Century Automotive Group, which included Ford, Lincoln-Mercury, Saab, BMW, Honda and Acura dealerships in Greenville, Anderson and Columbia. Mrs. Mims served on the Greenville Tech Foundation board of directors. This scholarship is awarded for up to two years to Automotive Technology students who have financial need and a minimum 2.0 GPA.

Mitsubishi Polyester Film Company Endowed Scholarship — Established in 1996 by Hoechst Celanese Corporation (later called Mitsubishi Polyester Film Company), this scholarship is awarded to high school seniors graduating from Eastside, Greer, Riverside, Blue Ridge and Byrnes high schools. Students may be in any program and preference is given to students majoring in any of the engineering/industrial technologies programs. The scholarship is based on academic achievement and financial need.

Aurelia C. Morrow Nursing Endowed Scholarship — Awarded to nursing students demonstrating academic ability and financial need, this scholarship was established in 1992 from the estate of Helen Morrow Britt Carr in honor of her cousin-in-law, Aurelia Caudle Morrow (Mrs. James R. Morrow), retired faculty/staff member of Greenville Technical College. Mrs. Morrow passed away in 2002 and left a bequest for this scholarship.

Mt. Vernon Mills Endowed Scholarship — Established in 1998 by Mt. Vernon Mills, which is owned by R.B. Pamplin, an entrepreneur with an extensive background in forest products and textile industries, this scholarship is awarded to accepted or enrolled students with academic achievement and financial need, but who are not receiving federal grants.

Martin F. O'Brien Endowed Scholarship — This scholarship was established in 1998 by Martin F. O'Brien, who is the founder of Frontier Electronics, a charter member of the EET Advisory Committee, and a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to accepted or enrolled EET students, is based on academic achievement and financial need, and is designated for students not receiving federal grants.

Palmetto Bank Endowed Scholarship — Established in 2003 by Leon Patterson, Andy Douglas and the Palmetto Bank Board, this scholarship is awarded to accepted or enrolled students majoring in the curriculum program of their choice and is based on academic achievement. Palmetto Bank is a leading Upstate bank that serves a large number of people and is committed to education and economic development in the Upstate.

Para-Chem Endowed Scholarship — Established in 1997 and awarded for one year to accepted or enrolled students majoring in the curriculum program of their choice, this scholarship is based on academic achievement with preference given to children of Para-Chem employees or graduates of Hillcrest or Mauldin high schools.

Pellet/Morgan Endowed Scholarship — This scholarship was established in 1997 by The Pellet Foundation and the late C. Heyward Morgan. John D. Pellett, Jr. and Mr. Morgan co-founded Triangle Construction in 1947, and Mr. Morgan was a member of the Greenville Tech Foundation board of directors. This scholarship is awarded for up to two academic years to students accepted or enrolled in developmental courses and is based on financial need with preference given to students going into the construction industry.

Phi Theta Kappa Endowed Scholarship — This scholarship provides resources to students from any program with financial need and a minimum 3.5 GPA. It was established by the Greenville Tech Chapter, Phi Theta Kappa, in 1986.

Etta Poole Poole Nursing Endowed Scholarship — Named in honor of the private-duty nurse of Robert J. Maxwell, Jr., the benefactor, this scholarship was established in 1989 for students who maintain a minimum 2.5 GPA in the Associate Degree Nursing program. Financial need and academic promise are the prerequisites of this scholarship.

James B. Pressly Radiologic Technology Endowed Scholarship — Established in 1991 and endowed in 1998 in memory of Dr. James B. Pressly, who was a practicing radiologist for 42 years and helped found the Radiology Technology department at Greenville Tech, this scholarship is awarded to accepted or enrolled second-year or Phase II Radiologic Technology students and is based on academic achievement and financial need.

Priester Foundation Electrical Engineering Technology Endowed Scholarship — This scholarship was established in 2001 by Sue C. Priester, the Priester Foundation, and Computer Dynamics, Inc., in memory of Kurt Priester, who was tragically killed in a traffic accident in 1998. Kurt and Sue Priester founded Computer Dynamics in 1981. The company grew to be a leader in flat panel display panels for OEM and industrial users and became a subsidiary of GE Fanuc in 2001. Ms. Priester is a former member of the Greenville Tech Foundation board of directors. Awarded for up to one academic year to accepted or enrolled Engineering Electronics Technology students, this scholarship is based on academic achievement (minimum 2.0 GPA).

Margaret K. Rice Honors Program Endowed Scholarship — Established in 1999 in honor of Margaret K. Rice who taught French at Greenville Tech, served as department head of the Humanities Department, and was founding dean of the Arts & Sciences division at Greenville Tech, this scholarship is awarded to students in the University Transfer Honors Program.

Esther Smith Roe Memorial Endowed Scholarship — This scholarship was established in 2008 by Audrey Roe White in memory of her mother, Esther Smith Roe, who attended the Greenville City Hospital nursing program. Mrs. Roe, the wife of Henry Ernest Roe, was born in Greenville County in 1902 and passed away in 1979. Mrs. Roe was a charter member of St. Mathew United Methodist Church. She was also a member of the Crescent Community Club. Mrs. Roe's sister is Sue Smith Forrester who graduated from the Greenville Hospital School of Nursing in 1938, which later merged with Greenville Technical College Nursing Program. Ms. Forrester served 70 years in the medical field and is the oldest living alumnae of the Greenville

Hospital School of Nursing. Sally Gossett Kale, the aunt of Audrey's husband, Thomas H. White, was a 1918 graduate of the Greenville Hospital School of Nursing. This scholarship is awarded to nursing students.

Rushing Foundation Endowed Scholarship — This scholarship was established in 1999 by the Rushing Foundation. J. Carroll Rushing is the chairman of Interface LLC which developed EZE products and is a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students accepted or enrolled in the academic program of their choice and is based on academic achievement.

Seppala Homes Endowed Scholarship — This scholarship was established in 1997 by Seppala Homes, Martin Seppala, CEO. Mr. Seppala moved to Greer, S.C., from Florida in 1991, relocating his successful residential construction business and also serves as the senior pastor of Apostolic Lutheran Church in Greer. This scholarship is awarded to accepted or enrolled students majoring in a program in building construction, craftsman or landscaping (AET, BCT, CET, or HVAC) and is based on academic achievement.

Gregory Bernard Shaloski Memorial Endowed Scholarship — Given as a memorial by the parents of Gregory Bernard Shaloski, a former student whose untimely death occurred in December 1988, this scholarship is restricted to students enrolled in Machine Tool Technology. To be eligible, students must demonstrate academic promise and financial need. Assistance for one academic year is provided to the recipients of this scholarship provided they maintain a minimum 2.5 GPA. Preference is given to Pickens County students, but Pickens County residency is not required.

Kay Coleman Shaw Memorial Nursing Endowed Scholarship — This scholarship, a memorial to Kay Coleman Shaw, a registered nurse whose death occurred in 1987, is restricted to nursing students who have completed one semester of nursing course, have maintained a 2.5 GPA and have financial need. It provides assistance for up to two academic years.

Edwin R. "Rick" Sorrells, Jr., Memorial EMT Endowed Scholarship/Loan — Established in 1986 and named after Mr. Sorrells in 1990 when he was tragically killed in a traffic accident while driving an ambulance to answer the call for help, this one-semester tuition scholarship is awarded to the second-year EMT student with the highest GPA. This scholarship may also be used as a short-term loan to an EMT student in financial need.

Stevens Aviation Endowed Scholarship — Established in 1998 by Stevens Aviation, the premier fixed base operation in the Southeast with facilities at Donaldson Center, Greenville-Spartanburg International Airport and the Greenville Downtown Airport, this scholarship is awarded to accepted or enrolled Aircraft Maintenance students and is based on academic achievement. Preference is given to under-represented populations among the local aircraft maintenance workforce.

Subway Development Corporation of South Carolina, Inc. Endowed Scholarship — Established in 2004 by Ali Saifi, president of Subway Development Corporation of South Carolina, Inc., this scholarship is awarded to students enrolled or accepted at Greenville Technical College with a minimum 2.0 GPA. Preference will be given to employees, spouses, or dependent children of employees at Subway Development Corporation of South Carolina, Inc., but can be awarded to other students if no employees apply.

George I. Theisen/T & S Brass & Bronze Endowed Scholarship — This scholarship was established in 1998 by T & S Brass & Bronze Works, Inc., to honor the company's founder, George I. Theisen, and in recognition of the 50th anniversary year of the company. Mr. Theisen was a member and his son, Claude, is a current member of the Greenville Tech Foundation board of directors. This scholarship is awarded to graduates from Greenville County high schools with preference given to graduating seniors (Berea, Blue Ridge, Carolina, Eastside, Greenville, Greer, Hillcrest, J.L. Mann, Mauldin, Riverside, Southside, Travelers Rest, Wade Hampton and Woodmont), who have been accepted or enrolled in an academic curriculum of the student's choice with preference given to students majoring in Machine Tool Technology. The award is based on previous academic achievement.

John and Phyllis Thomas Family Endowed Scholarship – This scholarship was established in 2007 to assist students oursuing education at Greenville Technical College. Mr. Thomas served as a member of the Greenville Tech Foundation board of directors for several years.

James Ray Tumblin Accounting Endowed Scholarship — This scholarship was established in 2004 by Jim Tumblin who worked as an accounting tutor at Greenville Tech for over 20 years. He was a retired major from the United States Air Force who worked with Minuteman Missiles. He died in 2005 after a courageous battle with cancer. Awarded to accounting students with a minimum 2.5 GPA who have completed at least one semester at Greenville Tech, this scholarship is based on academic achievement and financial need.

James R. Tumblin Nursing Endowed Scholarship — Established in 1998 and endowed in 2002 by the late James Ray Tumblin, Greenville Tech employee, in appreciation of the nurses, doctors, and staff at the Veterans Administration clinic for their outstanding care and treatment, this scholarship is awarded for up to one academic year to second semester associate degree or practical nursing students. It is based on academic potential (minimum 2.5 GPA) and financial need.

James R. Tumblin Radiologic Technology Endowed Scholarship — This scholarship was established in 1992 by the late James Ray Tumblin, Greenville Tech employee, in appreciation for the care and treatment rendered to him by the Radiology Department in the Cancer Treatment Center of the Greenville Hospital System. It is awarded to second year of Phase II Radiologic Technology students and is based on financial need and academic potential (minimum GPA of 2.5).

Charles E. and Andrea L. Volpe Endowed Scholarship — This scholarship was established in 1997 by Charles E. "Chuck" and Andrea L. Volpe. Mr. Volpe is the retired president and chief operating officer from Kemet Electronics Corporation and a former member of the Greenville Tech Foundation board of directors. This scholarship is awarded to students in any program and is based on financial need.

Kirby Lee Walser Endowed Scholarship — Established in 1999 by his parents, Richard K. and Nona Hurst Walser, his sister, Susanne Walser, and other family and friends in memory of Kirby, a Greenville Tech student who was tragically killed in an automobile accident, this scholarship is awarded to students accepted or enrolled in an Automotive Technology or Engineering Technology programs and is based on demonstrated academic achievement (minimum 2.0 GPA) with preference given to students who do not qualify for federal grants.

Warne Family, Hewitt, Coleman Foundation Endowed Nursing Scholarship — Established in 1997 and endowed in 2002 by Charles and Gillaine Warne and the Hewitt, Coleman Foundation, this scholarship is awarded for up to one academic year.

Preference is given to nursing students planning a career in rehabilitation, but can be awarded to associate degree nursing students if no rehabilitative specialty candidates qualify. It is based on academic promise (2.0 GPA) and financial need.

Joseph S. Whisonant Endowed Scholarship — This scholarship is awarded to accepted or currently enrolled students from any program with a minimum "C" average from high school or previous college. By maintaining a minimum 2.5 GPA, students are eligible to receive this scholarship for up to one academic year based on financial need. This scholarship was established in 1986 in memory of Joseph S. Whisonant, department head of Food Science and Marketing in the Business Division in 1981-83 and program manager for Technical and Professional Development in the Continuing Education Division from 1983-86.

Mary Drew Harris Whitworth Memorial Nursing Endowed Scholarship — This scholarship was established in memory of Mary Drew Harris Whitworth, a registered nurse, by her husband, Marvin D. Whitworth, her sons, Jefferson B. Blandford and John L. Blandford II, and other family members and friends following her death in 1995. It is awarded to accepted or enrolled associate degree nursing students with financial need.

Kathryn F. Wolfe Endowed Scholarship — Established in 1984 in memory of Kathryn F. Wolfe, mother of Dr. Rennie Wolfe, the former executive director of the Greenville Tech Foundation and dean of students at the college, it is awarded to accepted or currently enrolled students from any program with a minimum "C" average from high school or previous college. By maintaining a minimum 2.5 GPA, students are eligible to receive this scholarship, which is based on financial need, for up to one academic year.

Paula G. Wood/Alumni Endowed Scholarship — This scholarship was established in 1998 in memory of Paula G. Wood, director of Alumni Affairs at Greenville Tech, whose untimely death occured at age 48 after a courageous battle with cancer. She was a 1969 graduate and a dedicated employee at Greenville Tech for 28 years in various positions. Awarded to accepted or currently enrolled students in the academic curriculum program of their choice, this scholarship is based on financial need and/or academic merit. Students must be South Carolina residents.

Irene Yetman Endowed Scholarship — This scholarship was established in 2008 by the estate of Irene Yetman who was 88 years old at her death in 2006. She was the widow of Abram "Red" Yetman, a commercial fisherman. She was the youngest of 11 children of Ben and Dora Hurst, and was unable to attend college. She willed a portion of her life savings be given to the Greenville Tech Foundation to assist others in obtaining the college education she never had the opportunity to pursue. This scholarship is awarded based on academic achievement and financial need.

Veterans Information

Greenville Technical College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal Regulations. Eligibility and equivalent educational benefits are determined by the U.S. Department of Veterans Affairs (VA).

Application for Benefits

To apply for benefits, veterans must first be accepted into a program of study by the Admissions Office. A veteran should then report to the Veterans Affairs Office in the Admissions and Registration Center, Room 106, with a copy of his or her DD214 or a DD2384 NOBE (Notice of Basic Eligibility) form, if an active reservist.

Veterans also must furnish official transcripts from all colleges attended. These should be forwarded to the Admissions Office. An evaluation of all college transcripts must be completed by the Transcript Evaluation Office by the end of the first semester in a new program of study. Benefits cannot be extended beyond the first semester until this is accomplished. It is the responsibility of the veteran to make sure the evaluation has been completed.

To change programs, the same admissions and evaluation process must be followed and Change of Program form filled out in the Veterans Affairs office. (Veterans should be aware that the Veterans Administration authorizes only a limited number of program changes.)

For information, call the Veterans Affairs Office at (864) 250-8122 or 250-8447.

Grading Procedures for Veterans

In 1976, the Congress amended the "GI Bill" in such a way as to encourage veterans to move toward the attainment of educational career goals. The law now provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which the grade assigned is not used in computing graduation requirements. Included in this rule are courses from which veterans withdraw.

To comply with this federal law, the following rules apply to veterans or other individuals who receive veterans' benefits:

- The "I" grade is a non-punitive grade as defined by the Veterans Administration. This grade is not a permanent grade and carries only a message of temporary condition that will be changed to a letter grade of A, B, C, D or F.
- Veterans who receive an "I" as a grade must make up the work at least one week prior to final exams of the following semester. Work not made up will result in the grade of "F."
- In the event that a veteran receives an "I" at the end of a semester, further work in the course must be accomplished by the veteran at his own expense without government reimbursement.
- In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.
- Veterans cannot be paid for an "AU," "NC" or a "CF" grade.
- Veterans cannot be paid for any course not listed in the curriculum. If there are any electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program. Veterans must take only electives that are listed as approved electives or electives that have been approved in writing by the department head.
- Veterans cannot be paid for upgrading or prerequisite courses not counting toward graduation without written verification of test results indicating a need for such course. Remedial/deficiency training is limited to the equivalent of two semesters.
- D grades are not transferable and the VA will not reimburse for repeating courses to remove or supplant Ds.
- Students may repeat for VA benefits a course in which a grade of W, I, NC or F has been received only if he or she has obtained an Authorization to Retake course(s) (VA Form 191) and the course is required for the training objective.
- Academic probation will be determined by the transcript evaluation at the end of each semester. Failure to maintain a 2.0 GPA during any semester will result in the student being placed on academic probation for the following semester.
- Failure to achieve a GPA of 2.0 during the probationary semester will result in academic dismissal (termination of veterans' benefits).
- Veterans/dependents on academic dismissal will have educational benefits suspended at the end of the probationary period. Payment is suspended until the student has been counseled in the Veterans Affairs Office on campus. The results of this counseling session will determine if benefits are reinstated for the student's present program, or if he/she will have to change programs.
- Students who have their benefits reinstated after dismissal and fail to obtain at least a GPA of 2.0 the next semester of enrollment will be suspended from further benefits until they have completed a semester with GPA of 2.0 or better. Benefits for the successful semester will be applied for and received retroactively.
- Unsatisfactory grade reports (below 2.0 GPA) in any subsequent semester will result again in the suspension of benefits until a satisfactory GPA is reached.

How do I receive my grade report?

With the implementation of GTC4Me, students are now able to view their final grades and other student information online. Grade mailers are no longer mailed out at the end of the term.

To see and print grades:

- Log into GTC4Me.
- Click on the WebAdvisor Tab on the far right side of the screen.
- Look on the left-hand side under "Academics" Menu.
- Click on "Transcript."
- You should see a drop down box with "Unofficial Transcript."

- Click on the Submit button.
- You should get a screen with the course section and title, Grade, Credits, CEUs, Repeat, and Term and at the bottom of the screen you should find your GPA calculations.

Veterans Change of Status

All recipients of veterans' benefits must immediately notify the Veterans Affairs Office of any changes that may affect their pay status. Such changes include change of program, change of hours, change of dependency and change of address. All necessary forms and instructions can be obtained in the Veterans Affairs Office. All recipients must notify the Greenville Technical College Veterans Affairs Office each semester when they enroll for class if they wish their benefits to be continued for subsequent terms. Certifications will not be automatically processed without the student request.

Veterans Attendance Policy

Whenever a veteran's absences exceed 20 percent of the scheduled class meetings, he/she can expect a reduction in or an interruption of benefit payments. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. He/she is immediately reduced to the appropriate number of hours when his/her instructor turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur which will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the semester in which the VEAR is issued; therefore, each student should be aware of allowable absences at all times.

The procedures for notifying the Veterans Affairs Office of a veteran's excessive absenteeism are

- An instructor who has a veteran student who has been absent more than 20 percent of the scheduled class meetings or is going to be administratively withdrawn will complete a Veterans Excessive Absenteeism Report (VEAR) form which is found on Campus Cruiser in the Veterans Affairs section.
- The instructor will then send the completed form to the Veterans Affairs office.
- Responsibility for further processing of this information will rest solely with the Veterans Affairs Office.

Other Educational Opportunities

International Education Center

In keeping with Greenville Technical College's mission, the International Education Center meets the lifelong cultural training needs of an increasingly internationalized community. Most students will participate in the global economy in one form or another, where they will be expected to be able to work and live with people having diverse beliefs, to appreciate these differences, and to use this knowledge to empower themselves and positively impact their communities.

The International Education Center offers a variety of opportunities for the entire college community which encourages an understanding of global and cultural issues. Presentations, workshops, and special events are regularly offered on campus. In addition, specific new courses are developed and others are modified to expand the emphasis on global issues. Faculty and students occasionally travel to workshops and conferences to further their understanding of particular issues and to participate in opportunities that address their needs for a more global education.

Study Abroad opportunities are offered to students, particularly if their future clients or businesses are deeply involved with another country or culture. These study abroad programs may be part of specific academic courses and are led by Greenville Technical College faculty and staff.

For more information, please contact Tammy Oakes at (864) 250-8828 or email her at Tammy.Oakes@gvltec.edu.

Cooperative Education/Technical Scholarship Program

Cooperative Education enhances the student's learning experience by integrating classroom lessons with "real-world" employment. The college and business community cooperate to provide the student work experience in jobs related to his/her major. This employment is arranged around class hours, is normally part-time and may continue each semester the student is enrolled at Greenville Tech.

Benefits to the Student

- Co-op students have an advantage in the classroom since they have a better understanding of the relevance of their courses.
- Co-op allows the student to test his/her interests and abilities.
- Co-op students develop a high degree of professionalism and job readiness.
- Co-op is an excellent method of securing permanent employment. Over 80 percent of co-op students remain with their co-op employers at graduation.
- Co-op makes the transition from student to full-time employee much easier since the student has learned employer expectations and job requirements.
- Co-op students learn job search skills they can use at any point in their careers. They also learn career options that are available.
- Co-op students receive academic credit for their work experience each semester employed through co-op.
- Technical Scholars get the additional benefit of having their fees, books and supplies paid by their sponsoring employer.

Students are encouraged to apply for co-op as early in their college careers as possible. However, students may apply at any point while working toward a degree. You may pick up an application from the Experiential Learning Office (ET/103, Room 427A).

University Center of Greenville

Seven four-year universities cooperate with Greenville Technical College to meet the growing need for upper-division undergraduate, as well as graduate-level educational opportunities for students in the Greenville metropolitan area. Clemson University, Furman University, Lander University, the Medical University of South Carolina, South Carolina State University, the University of South Carolina and the University of South Carolina Upstate are members of the University Center of Greenville, Inc. Greenville Technical College is also a member of the University Center consortium and provides lower-division university transfer courses to the center's 20 bachelor degrees.

The center offers more than 600 courses during evenings and weekends year-round in over 76 undergraduate and graduate degree programs. Degrees are granted by the participating colleges and universities. Tuition is set by each member institution, and all courses are taught by full-time faculty members from the sponsoring universities. Most Furman courses are taught on its campus.

The center is a "mini-campus" located on South Pleasantburg Drive at McAlister Square and is specially designed for adult students whose job responsibilities and family obligations prevent them from traveling to distant campuses to pursue degrees. In addition to the programs offered by the member institutions, the center is also home to SimHub™, an immersive technology center bringing new educational outlets, like virtual worlds and simulations, to improve the interactivity of the student experience.

For more information, call the center at (864) 250-1111 or go to www.UCgreenville.org.

Corporate and Career Development at the Buck Mickel Center (BMC)

The Corporate and Career Development division is committed to educational development for personal, professional and economic growth of our region. Through advisory boards and business contacts, we strive to stay ahead of the skills and training required to meet the ever-changing job expectations and needs of organizations.

Training ranges from basic job skills to advanced educational opportunities for company executives. Classes are delivered throughout the day and in the evening in an accelerated manner at the job site, the Buck Mickel Center, or one of Greenville Tech's convenient campus locations.

Continuing Education Units (CEUs) and certificates are earned upon completion of technical and professional development courses. A CEU is nationally recognized as a unit of credit to record satisfactory completion of approved occupational-related programs.

Areas of Training

Business & Industry Training

We offer a wide variety of courses and services that have been specifically designed to meet the needs of business and industry in the Greenville area. Classes are the latest in project management, leadership skills, human resources, quality, Lean and Lean Six Sigma Black Belt techniques. Courses may be taken individually or as a series and are offered both on campus and in-plant. For in-plant training, all courses are designed to meet specific needs of the client. Other services include on-the-job coaching, facilitating kaizen events and project teams, coaching improvement projects, conducting internal audits, facilitating implementations of new programs, strategic planning and other services.

Corporate and Professional Development

Helping your organization improve performance and achieve a competitive advantage is the goal of the Business Organizational and Process Excellence Department. The Business and Industry Sales Team helps to develop the potential within each company with strategic and innovative solutions through training, consulting and coaching services for greater profitability and productivity. The goal is to help an organization improve its structure and performance, achieve a competitive advantage in a worldwide market, and offer training to enhance individual competence. This department offers a wide array of services, including training, coaching and consulting that target both corporate and individual needs. With highly experienced trainers and consultants, we offer you real-world expertise that will help you achieve a competitive advantage in a worldwide market.

The Corporate and Career Development division at Greenville Tech administers the Enterprise Zone tax incentive training program for Greenville County. For information regarding qualification for state tax rebates for retraining a specific workforce, please call (864) 250-8050.

Computer Training

Offering both computer applications training, such as Microsoft Excel, Word and PowerPoint, and IT Certifications such IT Certifications such as Cisco, A+, Network+ and Security, the Computer Training area helps working adults enhance their skills or learn new ones. Courses are offered in classroom formats and, in many cases, in an online format, giving the student a broad selection of options.

Pre-Licensing/Certification Programs

Certified Purchasing Management (CPM) modules provide a six-month training format for purchasing/procurement personnel seeking to achieve CPM designation. A rigorous program of lecture, case studies, computer usage, semester papers and pre-exams prepare candidates for the national CPM exam.

State-approved, pre-licensing courses for real estate sales, appraisal and property management are offered each semester. Courses teach licensure candidates theory, principles and "real-world" applications necessary for achieving success in their chosen field(s) and prepare the student for the state board examinations.

Environmental and Safety Training

Customers from Trinidad to Traveler's Rest rave about our world-class environmental, occupational health and safety training opportunities. From American Heart Association CPR courses for the medical community to customized safety training for local manufacturers, we pull out all the stops to offer the training needed.

Program Areas include Green Technology and Environmental, Management Energy Efficiency and Renewable Fuels, Healthy Buildings and Indoor Air Quality, Asbestos and Lead, Occupational Health and Safety, Hazardous Material Response and Critical Incident Management.

Skilled Trades & Technical Training

Our state-of-the-art Mechatronics, PLC, Welding and Machine Tool labs allow hands-on-training as the departments offer a number of short training courses with both day and evening classes available. Other programs and services offered include in-depth analysis, assessment plans, training needs analysis and job-specific pre-employment classes.

Courses and programs in this area are well suited for individuals who enjoy working in fields such as construction equipment operations, welding, small engine technology, Information Technology, electrical, plumbing, industrial maintenance, manufacturing, transportation and logistics. Courses range from entry level, to intermediate, to advanced, and may run from a week long session to several months.

Health Sciences/Nursing

Diverse training programs are offered to adult learners entering the health care field as well as the health care professionals wanting to further their education or change professions. The wide variety of courses includes training to meet professional development licensing requirements and certification standards. Day and evening classes are offered in both classroom and online formats. Some of our most successful offerings are the Medical Assistant Program and the SC State Board of Nursing-approved RN and LPN Refresher courses. These comprehensive courses assist the nurse in reactivating his/her license.

With the changes in the healthcare reimbursement certifications offered in medical office manager, medical insurance specialist, medical interpreter, medical coding, revenue cycle representative and associates have been extremely important for the ambulatory care facilities.

For the individual wanting to begin a career in health care, the "Quick Job" track is a good opportunity to train as a unit secretary, emergency medical technician, phlebotomy technician, medical biller or coder, electronic medical records technician, medical receptionist, nursing assistant ophthalmic assistant, residential care specialist or sleep technician.

Creative Careers

Classes are designed to further one's professional knowledge or enhance one's creativity. Subject areas include languages and writing, photography, stained glass, cooking, art and design, real estate, various online classes, Legal Interpretation Training, as well as defensive driving.

Quick Jobs with a Future

The Quick Jobs with a Future program is an educational and training option for individuals in employment transition. More than 50 courses can be completed in 90 days or less and training is specifically designed to meet the requirements of local business and industry. Quick Jobs classes are hands-on, skill-based and job preparatory in nature. Classes do not follow the regular college schedules. Instruction starts at different times throughout the year and in convenient locations throughout Greenville County. Most of the classes are offered through the Corporate and Career Development division, as non-college credit, certificate-based offerings. However, some of the Quick Jobs programs are short-semester college credit offerings. Many of the courses do not require a high school diploma or GED.

For more information about Corporate and Career Development course offerings, call (864) 250-8800 or go to www.gvltec.edu/ccd

Online Learning Programs

It is the mission of Greenville Technical College's Online Learning Program to provide quality education to all students in a learning environment through state-of-the-art technology and convenient scheduling that is both supportive of the needs of the complete student and academically sound in both content and delivery.

All courses offered through online programs are subject to the same policies and procedures that apply to enrolling in any course at Greenville Tech. The initial enrollment process for a first-time Greenville Tech student should begin with a visit to www.gvltec.edu.

Specific course offerings and additional information are available at www.gvlec.edu.

Online academic advising is available. Students unable to come to campus should call (864) 250-8393 or e-mail Chris.Satterfield@gvltec.edu for advising information.

Online Courses

Online Learning offers the ultimate in convenience and flexibility for Greenville Tech students. Online Learning continually adds new courses to its list of offerings.

Quick facts of skills need by the online learner:

- Use a desktop or laptop computer for basic tasks.
- Use a word processing and printing program.
- Log onto the Internet (connect) from a home, office, or college computer.
- Navigate the Internet using a Netscape Navigator or Internet Explorer browser program.
- Use email, including attaching a file to an email message
- Download a program from the Internet and install it.
- Do a search on the web, locating and noting reference information.
- Use a streaming video/audio program for multimedia.
- Use an online discussion board forum and chatroom.

NOTE: Some Online College courses require students to make occasional trips to campus.

Hybrid Courses

Students select a class at the location most convenient for them. The "live" traditional lecture class is supplemented with an online component. Greenville Tech's hybrid courses significantly reduce the number of trips to campus a student is required to make. A hybrid course is one that combines online learning (accessible from the Web) and face-to-face instruction. The schedule and structure (which include online assignments and discussion forums as well as required labs) can significantly vary from one class to another. These are typically determined by the instructor based upon learning goals, course objectives, content, and available resources. Generally, a course which offers 50 percent face-to-face time combined with 50 percent online components is a hybrid course.

Alumni Association

The Greenville Tech Alumni Association was formed as a social-service group in 1985 by a handful of dedicated graduates. Today, the Alumni Association has two major objectives: 1) to raise funds to award scholarships to deserving students and 2) to promote fellowship among alumni by offering special discounted social events throughout the year. The Alumni Council, composed of up to 25 Alumni Association members, oversees the activities and operation of the Alumni Association.

Alumni are all graduates who hold degrees, certificates, and/or diplomas from the college, or have completed 24 or more curriculum credit hours and are not current students.

Alumni Membership: Alumni shall give an annual gift of $25 or more to the Greenville Tech Foundation to become a member. All active members are entitled to full benefits of membership including discounts on Continuing Education courses at the Buck Mickel Center, discounts on purchases at the Greenville Tech Bookstore, use of the Career Services office and the Greenville Tech library, and the opportunity to receive discounts at businesses locally and nationwide, as well as benefits through our affinity programs.

Student Membership: Student members shall give an annual gift of $10 or more to the Greenville Tech Foundation to be entitled to the same alumni membership benefits (excluding discounts at the Tech Bookstore and Continuing Education courses at the Buck Mickel Center).

To receive updates about Greenville Tech, the Alumni Association activities and future member benefits, it is important for you to keep the Alumni Affairs office informed of your correct name, address and e-mail address by calling (864) 250-8188 or by sending your name/address/e-mail information to alumni@gvltec.edu or by visiting www.gvltec.edu/alumni or Greenville Tech Foundation, Mail Stop 6002, P.O. Box 5616, Greenville, SC 29606-5616.

Student Services

Philosophy and Objectives

Many of the services and activities described in this handbook are offered and administered by the division of Student Services.

As student services professionals, our intent is to be sensitive and responsive to the needs of students. We recognize that students are the most important people on campus, and our intent is to put forth our best efforts to remove barriers to their success.

We encourage students to become familiar with the services available to them and with the college policies and procedures that pertain to them by reading this handbook and other college publications. We also encourage students to familiarize themselves with essential forms such as enrollment/disclosure forms, fee receipts and bulletin board announcements.

While the Student Services staff takes various steps to assess and meet the needs of students, it is important that students understand that they have a shared responsibility to communicate their needs to the staff. We believe that by working together students' experiences at Greenville Technical College can be both personally and professionally rewarding.

Suggestions or questions concerning student services should be directed to the dean of students or the vice president for Student, Diversity and Community Affairs.

The major goals of the division are

- To admit applicants for admission to the college.
- To assess applicants' prior learning to ensure proper course placement.
- To evaluate students' transcripts from other colleges, as applicable, to award transfer of credit.
- To help students apply for financial resources needed to attend college.
- To maintain students' educational records in keeping with applicable standards and laws.
- To help students learn more about themselves as a part of the career decision-making process.
- To assist students and graduates in their search for employment.
- To meet the special needs of students who are faced with handicapping conditions.
- To provide various supportive services to disadvantaged students.
- To provide guidance and assistance to veterans and veterans' dependents who are eligible for government benefits.
- To provide extracurricular activities which enhance the classroom experience, promote leadership development and allow opportunities for social interaction.
- To respond to on-campus emergencies.
- To grant recognition of outstanding academic achievement through means such as the Dean's List, President's List, the President's Awards, the *National Dean's List*, and *Who's Who Among Students in American Junior Colleges*.
- To help provide an environment that is conducive to learning.
- To make referrals to other college departments or to off-campus agencies as necessary and appropriate.

Student Services for Distance Learners

The college's goal is to make student services available to all students, including those taking courses via Distance Education (through Weekend College, Video-courses, and College Online). The following information tells distance education students how to access the many services provided by a variety of offices and departments when it is not convenient for the student to come to campus.

Admissions
Phone: (864) 250-8109 & (864) 228-5000 & (864) 848-2000 & (864) 250-3600
Fax: (864) 250-8534
E-mail: Carolyn.Watkins@gvltec.edu

Academic Advising
Phone: (864) 250-8167
Fax: (864) 250-8410
E-mail: Berta.Keene@gvltec.edu

Bookstore
Phone: (864) 250-8173
Fax: (864) 250-8503
E-mail: Rosa.Hudson@gvltec.edu

Business Office
Phone: (864) 250-8485 and (864) 250-8818
Fax; (864) 250-8181
E-mail: Ray.Lambert@gvltec.edu

Career Services
Phone: (864) 250-8139
Fax: (864) 250-8159
E-mail: Byron.Morrell@gvltec.edu

Dean of Students
Phone: (864) 250-8102
Fax: (864) 250-8990
E-mail: Brett.Gaffney@gvltec.edu

Director of Counseling
Phone: (864) 250-8137
Fax: (864) 250-8580
E-mail: Travis.Gleaton@gvltec.edu

Distance Education
Phone: (864) 250-8098
Fax: (864) 250-8085
E-mail: Diane.Thomas@gvltec.edu

Financial Aid
Phone: (864) 250-8128
Fax: (864) 250-8750
E-mail: Janie.Reid@gvltec.edu

Library
Phone: (864) 250-8319
Fax: (864) 250-8506
E-mail: Cindy.Davies@gvltec.edu

Student Activities
Phone: (864) 250-8231
Fax: (864) 250-8990
E-mail: Eric.Williams@gvltec.edu

Student Disability Services
Phone: (864) 250-8408
Fax: (864) 250-8990
E-mail: Sharon.Bellwood@gvltec.edu

Student Records
Phone: (864) 250-8119
Fax: (864) 250-8535
E-mail: Mamie.Boyd@gvltec.edu

Student Support Services
Phone: (864) 250-8380
Fax: (864) 250-8193
E-mail: Selena.Blair@gvltec.edu

Testing Center
Phone: (864) 250-8799
Fax: (864) 250-8759
E-mail: Sharyn.Phillips@gvltec.edu

Transcript Evaluation
Phone: (864) 250-8841
Fax: (864) 250-8847
E-mail: Joan.Arms@gvltec.edu

Veterans Affairs
Phone: (864) 250-8122 or 250-8447
Fax: (864) 250-8988
E-mail: Anthony.Davis@gvltec.edu

Academic Advising Center

The Academic Advising Center is located at McAlister Square, 225 S. Pleasantburg Dr., Suite 410. This area provides academic advising and registration support to new Greenville Tech students.

Academic advisors are available during the day and evening to advise new students who are planning to attend or are reapplying to Greenville Tech. In addition to new students and readmitted students, professional advisors also serve as academic advisors to currently enrolled students.

New and readmitted students must attend New Student Orientation before they can register for classes. Registration is completed as soon as orientation is over. After classes begin, students will be assigned an academic advisor, either professional or faculty, in their academic major. Returning students are required to seek advisement assistance from their assigned advisor and to use GTC4me and Web Advisor to register for classes.

Within the Academic Advising Center, resource materials are available from a variety of colleges and universities for students' benefit. The center serves students on a walk-in basis or by appointment. Students are encouraged to make appointments before coming in for any assistance they may need. For more information, call (864) 250-8167.

Career Services

Career Services is a testing, counseling and resource center that provides career and employment assistance services to Greenville Tech students, prospective students and graduates.

Career Services provides assistance to those who are undecided about a college major or a career goal. One of the most important keys to student retention is having a goal so that classes may be focused toward that specific goal.

Career Services provides help in determining an individual's occupational interests, skills and work values by using the Kuder Journey Career Planning system. This online system is available to anyone who has access to the Internet and who has been given a special code number by either the director of the center or a division counselor. Other assessment instruments are also available.

The employment assistance services are for both Greenville Tech graduates and currently enrolled students. Some of the features are

- Job referrals and on-line job search.
- Resume guidelines/critiquing.
- Interview guidelines/mock interviews.
- Lifetime assistance for graduates.

Career Services works by appointment. Services are provided to students from all Greenville Tech campuses. For more information or to make an appointment, please call (864) 250-8139. Office hours are 8 a.m. – 5 p.m. Monday through Wednesday, 8 a.m. – 7 p.m., Thursday, and 8 a.m. – 1 p.m. on Friday. The center is located in Rooms 25 and 26 in the Admissions and Registration Center at McAlister Square.

Math Center

The Greenville Tech Math Centers are open to any Greenville Tech student, faculty or staff member who needs help in communicating with numbers or with mathematics courses.

The Math Centers' services include advice or answers to questions in any Greenville Tech math course, tutoring, workshops and additional support services. Computers are available.

The centers' hours vary from semester to semester and help is available on a "walk-in" basis. A schedule of hours is posted on the center doors and online.

Math centers are located on the following campuses: Barton (Building 104, Room 131, The Learning Center), Brashier (locations vary based upon instructors' schedules) and Greer (Building 301, Room 203).

Writing Center

The Greenville Tech Writing Centers are open to any Greenville Tech student, instructor, or staff member who needs help in written or oral communication. Aside from tutoring on writing and public speaking, the center also provides books and software for individual use in the Learning Center, located in the University Transfer Building (Building 104, Room 131). The center is open for appointments or "walk-ins" Monday through Thursday and provides extended evening hours at least once a week. Tutoring is also offered in the Greer Writing Center (Building 301, Room 201), the Brashier Writing Center (Building 201, Room 250), and the Northwest Writing Center (Room 126). While hours vary from semester to semester, schedules are available both in the Learning Center and online.

J. Verne Smith Library/Technical Resource Center

The J. Verne Smith Library is located at Greenville Tech's Barton Campus on 620 South Pleasantburg Drive. The collection consists of books, print periodicals, DVDs and other audiovisual materials, audio books, access to numerous electronic databases, and newspapers. The library supports all academic programs and embraces lifelong learning principles which prepares and ensures students' continued success in the workforce in our global society.

Free interlibrary loan and PASCAL Delivers (catalog link) services enable both students and faculty access to books and other library resources the library may not own. These services allow patrons to link directly to forms to submit requests via the library's website. The library's website (www.gvltec.edu/library) is a great tool which provides patrons with access to the catalog (printed books) databases, book excerpts, newspapers, multimedia and other types of electronic resources. Traditional and online students can quickly retrieve information for research and relevant topics of interest. They have access to databases, electronic

resources of varied types, interlibrary loan, PASCAL Delivers, and online books. All library patrons must have library card numbers to access databases and other electronic resources off campus.

Greenville Tech Library cards are issued to community loan borrowers, students, faculty and staff with the proper ID. The online library card application form is accessible via the library's website, but community loan borrowers must apply for a card in person. PASCAL Visitors Patron allows students to borrow books from other academic institutions in the state. Personal computers, study rooms, laptops (library use only), copier, local fax and scanning, and networked printer services are all available in the library. For additional information, please contact the library at (864) 250-8319.

The Northwest Campus also has a library which offers full library services to students and faculty. Please contact the library at (864) 250-3638.

The library is a member of SCILS (South Carolina Information & Library Services) Consortium. This membership provides resource sharing which includes technical support, resource sharing, and increased knowledge skills, and support to improve services to students, faculty, and their broader communities. Visit the SCILS website http://library.sccsc.edu/scils.

The library has acquired a number of electronic databases, web based technologies, technical support, and other educational resources funded through the library's budget, PASCAL (Partnership Among South Carolina Academic Libraries) and DISCUS (Digital Information For South Carolina Users). PASCAL & DISCUS are funded through the State General Assembly and grants. These collaborative statewide initiatives allow academic, public, and independent libraries access to electronic resources which we could not maintain and financially support individually.

Barton Library Hours

Monday – Thursday, 8 a.m. – 8 p.m.
Friday, 8 a.m. – 1 p.m.

Northwest Campus Library Hours

Monday, 9 a.m. – 1 p.m.; 5 – 8 p.m.
Tuesday, 12 – 8 p.m.
Wednesday – Friday, 9 a.m. – 1 p.m.

Trio Student Support Services (SSS)

Student Support Services (SSS) is one of the seven federally-funded TRIO programs. The objectives of the project are (1) increase retention and graduation rates among eligible students; (2) increase the transfer rate of eligible students from two-year to four-year institutions; (3) foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities; and 4) improve the financial and economic literacy of students in areas such as: basic personal income, household money management, financial planning skills, and basic economic decision-making skills.

The SSS project at Greenville Technical College is funded to serve 350 students each academic year. Students are selected to participate in the project based on the following criteria:

- Qualification as a
  - ❏ low-income student as determined by the Federal Low Income Levels that are published annually
  - ❏ first-generation college student (neither of the student's parents has earned a bachelor's degree or higher)
  - ❏ student with a documented disability
  - ❏ Earned high school diploma or GED
- U.S. citizen or U.S. national or meets the residency requirements for federal student financial assistance
- Demonstrated academic need for assistance
- Enrolled at Greenville Tech with a majority of classes on Greenville Tech's Barton Campus
- Initial date of college enrollment cannot exceed four years prior to date of program application

Services Provided

The following services are available to all eligible participants at no cost:

- Academic tutoring
- Academic advising
- Financial aid assistance
- Financial and Economic Literacy training
- College transfer assistance and campus visits
- Counseling (personal, academic, and career)
- Career Exploration
- Exposure to Cultural events not usually available to disadvantaged students
- Mentoring programs
- Supplemental Grant Aid

Assistance with some child care expenses is also available to SSS participants through a grant from the United Way of Greenville County.

Applications can be picked up from the TRIO suite located in the Technical Resource Center (Bldg 102), Suite 201. For more information, please call the TRIO SSS staff at (864) 250-8432, (864) 250-8386, (864) 250-8959, or (864) 250-8380.

Student Disability Services

Greenville Technical College is committed to providing equal opportunity for all students with disabilities and assisting students in making their college experience successful in accordance with Section 504 and 508 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendments of 2010 (ADAA).

Student Disability Services is available to assist in the planning and implementation of appropriate accommodations. Students who have a physical or mental impairment that substantially limits a major life function (including learning) are responsible for identifying themselves to the Student Disability Services and providing appropriate documentation. This office will then develop an accommodation plan based on the needs of the student and the course requirements. Students are encouraged to contact the office as soon as possible to discuss their individual needs.

Student Disability Services is located in the Student Center (Building 105, Office 113) on the Barton Campus and can be reached by phone at (864) 250-8202 or (864) 250-8408 (V/TTY), or by email at Sharon.Bellwood@gvltec.edu. Appointments are available at the Brashier, Greer and Northwest campuses.

Counseling

Greenville Tech's experienced counseling staff is available to every student for assistance and guidance on personal matters, academic concerns, career decisions or other situations of concern.

The counselors' individual office locations are listed below.

- Arts and Sciences/University Transfer Division: University Transfer Building (104), Room 116 and Room 319
- Brashier Campus: Ralph S. Hendricks Building, Room 102
- Technology Division: Engineering Technologies Building (103), Room 120
- Business/Public Service Division: Hospitality Education Building (122), Room 247
- Greer Campus: Building 301, Room 176 and Room 183
- Health Sciences: Hospitality Education Building (122), Room 109
- Nursing: Nursing Sciences Building (117), Room 329
- Northwest Campus: Building (402), Room 100B

Bookstore

It is the student's responsibility to obtain required books and supplies. The student book and supply store is centrally located in the Admissions and Registration Center at McAlister Square. It offers students required textbooks, supplemental books and supplies, as well as soft goods and gift items bearing the college name and seal. Computer software can be ordered at discounted educational prices. The bookstore will buy back used books from students when the books are resalable (*see note). Books, if in new condition, may be returned for full credit during the first two weeks of classes when accompanied by a sales slip and a student ID card.

The bookstore will accept checks for payments if made out for the exact amount of the purchase (Driver's License-ID and Datatel Student Number required). No two-party checks are accepted. VISA, MasterCard, Discover and American Express cards are accepted. Individual credit terms cannot be arranged.

Bookstore hours:

- Monday through Thursday, 8 a.m. - 5 p.m.
- Friday, 8 a.m. - 1 p.m.
- First five class days each semester, 8 a.m. - 7 p.m., except if on a Friday, 8 a.m. - 1 p.m.

For bookstore hours at the Brashier Campus, call (864) 228-5000. For hours at the Greer Campus, call (864) 848-2097. For hours at the Northwest Campus, call (864) 250-3767.

*Note: Used books will be bought from students during a designated time at the end of each semester. The wholesaler will purchase books which are going to be used the next semester for 50 percent of the new book price. The wholesaler may purchase books which are not going to be used the next semester at wholesale prices. Students are encouraged to bring all old textbooks for the wholesaler to review.

Dental Hygiene Clinic

The Dental Hygiene Clinic provides dental cleanings and x-rays to the public for a nominal fee. Patients are selected for treatment based on students' academic requirements. Appointments are approximately three hours in length, and availability is limited. For the current schedule or to make an appointment, please call (864) 250-8126.

Child Development Center

The Child Development Center was established as a training site for Early Childhood Development students at Greenville Tech and serves children 6 weeks through 5 years of age. It is accredited by NAEYC (National Association of the Education of Young Children) through August 2014. The center's program revolves around the philosophy that each child has the right to be cared for in a nurturing environment, and that children learn through play and hands-on experiences.

Child care services at the center are available for Greenville Tech students, faculty and staff, and the community.

The center is open Monday through Friday from 7:30 a.m. - 5:30 p.m. The center normally closes two weeks in December, a week for Spring Break, a week in July and other holidays and staff development days as noted on the annual operational calendar. The center is never closed when Greenville Tech students are in class.

Tuition is charged on a monthly basis. For more information, call (864) 250-8080.

Greenville Tech Foundation Student Housing

Greenville Tech Foundation Student Housing (GTFSH) offers all full-time Greenville Tech students the opportunity to enjoy a traditional college community in the middle of Greenville Tech's Barton Campus. GTFSH is committed to providing an excellent living-learning environment that encourages both academic and social excellence.

All of the GTF Student Housing is a gated community with 24-hour security and provides all residents apartment style living. Residents enjoy a private bedroom, and a common living room, and kitchen. Amenities include high-speed internet, cable television, game room, fitness center, and computer lab facilities. The GTF Student Housing community is supported by resident assistants and professional staff members to assist residents and provide educational and community activities.

Residents must be enrolled full-time (12 credit hours) at Greenville Tech to qualify to live in GTF Student Housing. Each potential resident must complete a GTF Student Housing application (this is in addition to the GTC application) as well as pay a $35 GTF Student Housing Application Fee and a $150 GTF Student Housing Deposit. Please check out the GTF Student Housing website at www.gtechhousing.com or contact the GTF Student Housing Office at (864) 298-0716.

Student Activities/Organizations

Extracurricular Activities

Student Activities provides services and programs to assist Greenville Technical College students in strengthening their organizational leadership skills, and in developing more meaningful interpersonal relationships through event planning, management and execution. This is accomplished through programs such as recreational and athletic events, social activities, cultural performances, field trips, leadership programs, informational seminars, performing arts, clubs, and organizations.

Clubs and Organizations

Associated General Contractors of America – AGC Student Chapter
(Ed Abraham, Advisor)

This national organization is open to students in Construction Engineering Technology. Its purpose is to help keep students abreast of the latest developments in the construction industry. Contractors' representatives assist in placing students after graduation.

Baptist Collegiate Ministry
(Tracie Raines, Advisor)

The purpose is to reflect the life of Christ in members' lives and to those lives around them, to strengthen and unify the members, to provide a ministry to individuals within the campus community, and to nurture them in the Christian life and faith.

Campus Crusade for Christ
(Dr. Hala Nestberg, Advisor)

The purpose is to dispel misconceptions that people have about Jesus Christ and to give people an opportunity to hear the claims of Christ. Its purpose, also, is to help students at Greenville Tech grow into their relationship with God. Campus Crusade for Christ is an interdenominational Christian organization on college campuses across the nation and around the world.

Greenville Tech Education Club
(Delores B. Lamb, Advisor)

The purpose of this organization is to provide an opportunity for education majors and other students to explore careers in education, learn about relevant issues, and enhance relationships with and knowledge of senior institutions with education programs.

Greenville Tech Theatre
(Dr. Brian Haimbach, Advisor)

The purpose of this organization is to provide a supportive environment for thespians and theater lovers at Greenville Tech and to further Greenville Tech's contribution to the arts.

Greenville Tech LAMBDA Gay-Straight Alliance (GTC-LAMBDA-GSA)
(Elizabeth Purcell, Advisor)

The purpose of this organization shall be to strive to educate others and ourselves on LGHT and Straight issues and to work toward enlightening those who are unaware and inspiring those who remain silent in uniting the LGBT and Straight communities on campus in order to create an accepting environment, to be a safe place where everyone can feel comfortable and supported, and to foster an active and diverse culture at Greenville Technical College.

Health Information Management
(TBA, Advisor)

The goals of this student organization are to educate the public about the nature of the profession of health information management, to instill in the students a true appreciation of their role in health care, and to encourage the development of professional skills and behavior among those students preparing for a future in the field of health information management.

Helping U Succeed: Human Services Student Organization
(Beverly Wagner, Advisor)

The objective is to provide a forum for communication among Human Services students, to provide opportunities for Human Services students to participate in community service activities, and to sponsor workshops/seminars addressing issues relating to human service professions.

International Association of Administrative Professionals (IAAP)
(Carolyn Walker and Carol Mull, Advisors)

The objective of this organization is to take an active interest in civic cultural, social and moral welfare of the community, to foster caring and supportive relationships, and to encourage individuals to develop to their fullest and to develop active community partnerships through a mentoring program.

International Student Organization
(Chirinjev Peterson, Karen White, and Dr. Reginald Bruster, Advisors)
The purpose of the International Student Organization is to provide a forum for foreign-born students to support the internationalization of Greenville Technical College and in turn to receive support from the college, the faculty and each other in their efforts to understand and to function in the United States.

Lambda Nu-Alpha Chapter
(Michael E. Dyches, Advisor)
Lambda Nu is a national honor society for students in radiologic and imaging sciences programs. Purposes of this organization are to foster academic scholarship at the highest levels, promote research and investigation in the radiologic and imaging sciences, recognize exemplary scholarship, mentor students, and promote community service.

Philosophy Club
(Bill Burns, Advisor)
The purpose of this club is to provide a casual, education environment for students to discuss philosophical ideas, thoughts, and concepts, and come to a greater understanding of such subjects through a provided open forum of guest speakers, lectures, and special presentations. The club also strives to engage in relationships with other philosophical societies and organizations at other campuses and institutions.

Phi Theta Kappa
(Michael Vargo and Dianne Chidester, Advisors)
Phi Theta Kappa recognizes and encourages scholarship, leadership and service among the students in the two-year colleges in America.
To accomplish this purpose, the group provides opportunities for the development of leadership and service, an intellectual climate for the exchange of ideas and ideals, stimulation of interest in continued academic excellence, and fellowship. Students who are in associate degree programs, who have at least two remaining semesters and who have accumulated 12 credit hours and a 3.4 cumulative grade point average are eligible to apply. Graduating members receive special recognition at the graduation ceremony.

Physical Therapist Assistant Association
(Jean Hamrick, Advisor)
The purpose of this organization is to educate the public about the nature of the profession of physical therapy, to instill in the students the importance of community service, and to promote teamwork in achieving goals of the Physical Therapist Assistant program at Greenville Tech.

The Poetry Club
(Bill Burns, Advisor)
The purpose of this organization is to promote classical and modern poetry reading, the discussion of poets and poetry, and the creation of new works of poetry by club members. The club is open to all Greenville Technical College students and available to college faculty and staff.

Recycling Coalition
(Lynn Spicher and Brad Caldwell, Advisors)
The Greenville Tech Recycling Coalition is a diverse collection of faculty, staff and students. The goal of this coalition is to establish continuing resource reduction programs at all campuses of Greenville Technical College to reduce our ecological imprint on the earth.

Rotaract
(Mary S. Locke, Chirinjev Peterson and Mary A. Ryan-Morris, Advisors)
This organization provides an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 20.

South Carolina Upstate Paralegal Association (SCUPA)
(Elizabeth Mann, Advisor)
Students enrolled in the Paralegal program are encouraged to join the South Carolina Upstate Paralegal Association (SCUPA) as student members. SCUPA holds monthly luncheon meetings with speakers who address a wide variety of issues affecting the paralegal career field. SCUPA also is involved in educational and community service activities. SCUPA periodically provides a scholarship to a deserving and outstanding paralegal student.
SCUPA is a member of the South Carolina Alliance of Legal Assistants Association (SCALAA). SCUPA also is affiliated with the National Association of Legal Assistants (NALA). NALA offers its Certified Legal Assistant (CLA) exam through SCUPA. Greenville Tech Paralegal program graduates are qualified and encouraged to take this exam.

Spanish Club
(Leei Mao, Advisor)
The purpose is to promote awareness of Hispanic people and their culture, to integrate the Hispanic and American community through different activities, and to provide tutoring for both Spanish and non-Spanish-speaking students at Greenville Tech.

The Student Art Club
(Mark V. Roper, Advisor)
The purpose of this organization is to serve the community in a beneficial capacity through art projects and volunteer opportunities, to help encourage and support Visual Arts students through monthly meetings, workshops and community events, and to raise an awareness of the professionalism of the Visual Arts students and their work on the campus of Greenville Technical College and Upstate South Carolina. This club will also help provide a positive networking of the students enrolled in the Visual Arts program and the working arts of Upstate South Carolina and assist in promoting and marketing the artwork of students enrolled in the Visual Arts program of Greenville Tech.

Student Government Association (SGA)
(Eric Williams, Advisor)
Every registered Greenville Tech student may consider himself or herself to be a member of the Student Government Association. This organization provides students a voice in student affairs and college procedures as well as an opportunity to engage in the democratic process on campus. The types of activities generally sponsored by the SGA include student elections, leadership workshops, campus and community service projects, various kinds of entertainment, and approving new organizations.
The student council consists of a maximum of four students from each academic division. Two students from each division are elected in the fall. All representatives serve a term of one year.
Students interested in actively participating in the Student Government Association should contact the office of the SGA or the director of Student Activities.

Student Occupational Therapy Association
(Jennifer Coyne, Advisor)
The purpose of this organization is to educate the public about the nature of the profession of occupational therapy, to instill in the students an appreciation of their role in health care and to encourage the development of professional skills and behavior among those students preparing for a future in the field of occupational therapy.

Women in Science and Engineering (WISE)
(Diane Granger-Jackson and Amy Daniels, Advisors)
The purpose of this organization is to retain women enrolled in the Engineering Technology, Science and Industrial programs and assist with the recruitment of other women to the programs. WISE also will work to introduce women to opportunities in non-traditional role jobs.

Guidelines for Student Organizations

General Procedures

1. Each club/organization, to be a recognized campus organization, must have a charter which has been granted upon the recommendation of the Student Government Association and upon the approval of the college administration, following the established procedures for organizing a campus organization.
2. Each club/organization must have a constitution on file with the director of Student Activities which states its purpose, its rules for operation, and other pertinent principles. Revisions must be submitted to the Student Activities director.
3. The policies and objectives of the campus organization must be consistent with those of the college and the constitution of the Student Government Association. A copy of a sample constitution may be obtained in the Student Activities Office.
4. Each club/organization must maintain a membership of regularly registered students. Membership lists should be on file in the Student Activities Office.
5. The club/organization must select from among the full-time staff or faculty of the college an individual who agrees to assume the capacity of the advisor.
6. The club/organization must schedule all social and service functions and meetings through the director of Student Activities. (See procedures for requesting approval of projects.)
7. The club/organization must adhere to all college policies and standards.
8. The club/organization must maintain an active program and fulfill its stated purposes.
9. No student may be excluded from membership because of race, color, creed, national or ethnic origin, disability, sex, age, religion or sexual orientation.
10. Student clubs/organizations are encouraged to require all members to maintain a GPA of at least 2.0.

Procedures for Establishing a New Organization

1. Obtain at least 10 students who are interested in forming a club.
2. Obtain a faculty or staff member who is interested in serving as the advisor.
3. Obtain "Request to Organize" and "Advisor Form" from the SGA office or the director of Student Activities. Complete these forms and submit them to the director of Student Activities along with a statement of purpose for the proposed organization.
4. Submit a proposed constitution or bylaws to the director of Student Activities.
5. After approval by SGA and the director of Student Activities, the request is submitted to the dean of students for approval.
6. After final approval, the organization will be notified.

7. Within three weeks after approval, a constitution must be submitted to the director of Student Activities. Recognized clubs and organizations may petition the SGA for funds for specific programs if they so desire. Approval of funds is based on several criteria, including availability. Organizations whose objectives are strictly social in nature will not be approved.

Procedures for Requesting Project Approval

All student clubs/organizations and classes acting as student organizations must observe the following procedures before engaging in any fund-raising or other special projects.

1. Submit a Project Proposal to the director of Student Activities at least two weeks prior to the proposed event. Project Proposal forms are available in the Student Activities office.
2. Proposal to include the following statements:
   a. Description of project
   b. Purpose
   c. Charge (if applicable)
   d. Proposed date(s) and place(s)
   e. Signature of president of organization
   f. Signature of advisor
3. If the project is approved, the director of Students Activities will be available for advice and some assistance. The sponsoring club/organization will be responsible for conducting the project in a manner which will be a credit to the college.

Procedures for Reserving Meeting Areas

1. Meeting rooms may be reserved for student groups recognized by the college by contacting Marie Lovell at (864) 250-8102. The reservation must be made by the advisor or the student organization's president.
2. Eating, drinking and smoking are prohibited in all classrooms and/or meeting rooms.
3. The club/organization's advisor is responsible for the activities of an organization that will be using college facilities and should see that all regulations for their use are followed.

Publicity

All notices to be placed on campus bulletin boards by student organizations must be cleared through the office of the dean of students.

Articles may be placed in the student newsletter for additional publicity and should be submitted to the director of Student Activities.

Finances

The college cannot assume responsibility for any debts incurred by an individual organization.

1. No student organization can solicit funds from the community in the name of Greenville Technical College. Other donations may be solicited upon the approval of the director of Student Activities.
2. Fund-raising projects must be approved by the director of Student Activities.
3. Under no circumstances will any student handle college funds for any reason. Any transaction involving money must be handled by a staff member in that area.
4. Student Organization accounts must be set up with Sandy Rogers at the Greenville Tech Foundation Office.

Campus Policies and Regulations

Student's Role and Participation in Institutional Decision-Making

The college welcomes student input into the institutional decision-making process and recognizes the student's right to have direct contact with institutional officers and other administrative personnel for the purpose of making his or her viewpoints and opinions known. In addition, the college encourages student membership on advisory committees and various other committees. Some of the means through which students may have input into the decision-making process are as follows.

The Student Government Association

All students who are enrolled in a credit course may participate in the democratic process on campus by voting for representatives to the Student Government Association (SGA). The SGA expresses students' opinions through its advisor, the Student Activities director, and/or through direct contact with institutional officers and other administrative personnel.

Representation on Committees

Academic deans and other personnel whose programs have advisory committees are encouraged to have student representatives on those committees. In addition, the Student Code requires that there be student representation on the Student Appeals Committee and the Student Grievance Committee.

Participation in Surveys

Surveys are conducted among randomly selected students as a means of soliciting their opinions concerning both instruction and support services. At varying times, surveys are conducted in class, by mail, by telephone and online. Students also have an opportunity to give a written evaluation of faculty members.

Direct Contact with College Personnel

Institutional officers and other administrative personnel meet with students upon request. Students are encouraged to communicate their suggestions, concerns, ideas, etc., first to the dean of students as a representative of the administration. An appointment may be necessary, depending upon the schedule of the institutional officer or other administrative personnel with whom the student wishes to meet.

Student Dress & Conduct

It is each student's responsibility to be familiar with and observe the regulations set forth in this handbook and the Student Code for South Carolina Technical Colleges.

Smoking and the use of other tobacco products are prohibited in all campus buildings; there are certain outdoor areas designated for smoking.

Physical or mental abuse of another person will not be tolerated, nor will the use of vulgar or profane language.

Students should dress in a manner that does not pose a safety hazard and that does not result in unnecessary disruption. Students must wear a designated uniform in departments when required to do so by the department head.

Failure to meet standards of conduct acceptable to the college may result in disciplinary action. Any student who is charged with misconduct shall have and be informed of his or her right to a fair hearing before the Student Appeals Committee as described in the Student Code for South Carolina Technical Colleges.

Campus Safety and Security

Greenville Technical College is a large community with over 40,000 students enrolled in credit and non-credit courses annually. The college is a safe community, but it is not crime free. No community in America is totally crime free. The college cares about the safety of its students, employees, and guests and is committed to providing as safe an environment as possible.

The Campus Police Department is the primary jurisdictional law enforcement agency for all campuses and off-campus buildings. The department is comprised of both full-time police officers and part-time safety officers. Campus Police Department personnel are on duty 24 hours per day, seven days per week. Communications are maintained by telephone and/or radio. Escorts to parking lots are available upon request.

The Campus Police Department maintains a close and cooperative working relationship with the City of Greenville Police Department, Greenville County Sheriff's Office, Greenville County Public Safety [Forensics] and other local, state, and federal law enforcement agencies.

It is the intent of the college to comply with the requirements of the Clery Act. To comply with both the letter and spirit of this act, the following statements and information constitute the policy of Greenville Technical College regarding this act.

The Campus Police Department shall be primarily responsible for carrying out the mandates of the Clery Act. The Campus Police Department has developed procedures and methods to respond to reports of crime and other emergencies on campus and shall, along with the local, state and federal police agencies when necessary, investigate crimes which occur on campus.

Students and others are encouraged to report immediately and accurately all criminal actions and other emergencies. For criminal actions and police matters, contact the Campus Police Department at (864) 250-8911. For fire and medical emergencies, please dial 911 to expedite dispatch of fire and/or EMS personnel, and then notify the Campus Police Department at (864) 250-8911. 911 dispatch will contact the Campus Police as well. Whenever such reporting is not possible or practical, students and others are encouraged to go to the nearest office and request that the Campus Police Department be contacted. Personnel outside the Campus Police Department who receive reports of a crime having been committed on campus are to contact the Campus Police Department immediately.

Once a crime is reported to the Campus Police Department, the following actions will ensue:

- An officer of the Campus Police Department will interview the victim and any available witnesses. An Incident Report will be generated by the Campus Police Department and those required to be reported will be transmitted to the South Carolina Law Enforcement Division (SLED) through their Incident Based Reporting System, which will then be compiled and reported to the Federal Bureau of Investigation (FBI) through their National Incident Reporting System.
- Reports of crimes which are specified in the Clery Act (murder/non-negligent manslaughter, forcible sex offenses, non forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, negligent manslaughter, hate offenses, arrests for liquor law, drug law and illegal weapons possessions violations, and disciplinary actions/judicial referrals for liquor law, drug law, and illegal weapons possession violations) will be reported and logged in compliance with the act.
- If the perpetrator of a crime can be identified, the victim will be encouraged to have a warrant issued for the perpetrator's arrest.
- The Campus Police Department will prepare and maintain an Incident Report.
- Whenever other law enforcement agencies are involved with the investigation, the Campus Police Department will attempt to acquire a copy of any reports generated by those agencies and will file them in the original case file, maintaining copies in accordance with the law.

Annual reports as required by the Clery Act shall be published and made available to students, applicants for admissions, employees and applicants for employment. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned by Greenville Technical College; and on public property within, or immediately adjacent to and accessible from, the campuses. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following URL on the Greenville Technical College website: www.gvltec.edu/cleryreport. You may also obtain a printed copy if desired by contacting the Campus Police Department.

The Campus Police Department and other college departments shall provide reasonable support to victims of on-campus crimes. Referrals to appropriate off-campus support agencies will be made with the consent of the victim.

Only authorized use is to be made of the college campus and facilities. Utilization of facilities by outside groups or organizations must be approved in advance and prior notification must be given to the Campus Police Department by the departments responsible for scheduling. Approved student organizations may use college facilities whenever requirements for such use, as stated in this handbook, are met. Only authorized college employees are to have a key to any campus facility.

Alcohol and Drug Policy

The sale, possession, or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants and marijuana are specifically prohibited on all campus properties, including Student Housing. Violations will be reported to the Campus Police Department for prosecution. Behavior resulting from the use of alcohol or other drugs that poses danger to the student or others will not be tolerated and could result in disciplinary sanctions.

No alcoholic beverages are to be served or consumed at any on-campus or off-campus college function. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, Greenville Tech Foundation Student Housing, and similar activities. No Greenville Tech funds will be authorized for the purpose of purchasing alcoholic beverages.

Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Counseling Department, the Phoenix Center, or South Carolina Department of Vocational Rehabilitation.

The college complies with Section 1213 of the Higher Education Act of 1965, as amended. As part of the compliance procedure, the college provides each student and employee with a copy of the "Alcohol and Other Drug Use" policy as adopted by the State Board for Technical and Comprehensive Education. This policy contains information concerning the following.

- The technical college system's prohibition of the unlawful manufacture, distribution, possession or use of narcotics, drugs, other controlled substances or alcohol at the work place and in the educational setting.
- The effects and health risks associated with alcohol consumption.
- The effects and health risks associated with the consumption of controlled substances.
- South Carolina laws relating to alcohol and other drugs.
- Federal penalties for the possession of controlled substances.
- Local (City of Greenville or Greenville County) ordinances and penalties relating to drugs and contraband.
- Assistance programs which are available to students and employees.

A copy of the Alcohol and Other Drug Use policy is available in the office of the dean of students.

Registered Sex Offenders

Information about registered sex offenders in South Carolina is available on the web site of the State Law Enforcement Division (SLED). The URL is http://services.sled.sc.gov/sor.

Traffic Regulations

All students, faculty, and staff members are required to be familiar with and observe all parking and traffic regulations. Every vehicle brought on campus is required to have either a parking decal or temporary permit. Decals should be permanently affixed to the rear window, driver's side, in the lower corner. Do not back in or drive through a parking space; the decal should be visible to police/safety officers as they patrol the parking lots. Vehicles with moveable/removable tops (convertibles, Jeeps, camper tops/ shells) should apply the decal to the front windshield, lower driver's side corner

A decal which is taped on is not considered permanently affixed or properly displayed, and a fine may be assessed. New vehicles with paper tags are not required to have a parking decal until a permanent tag is attached. No fine will be assessed, as long as the vehicle is parked in a space marked by white lines. (See exceptions for GTF Student Housing below.)

Students are expected to park their vehicles between white lines and leave the parking area once they have arrived on campus. Vehicles may not be backed into a space or driven through two spaces to appear as they were. Loitering in parking areas will not be permitted.

Parking Decals

Three types of parking decals are available: Student, Faculty/Staff, and Student Housing. Decals are distributed by the Campus Police Department. On the Barton Campus, decals are available from Campus Police Headquarters, Building 101, Monday – Friday from 8 a.m. – 4 p.m., holidays excluded; additional hours may be available. On the Brashier, Greer, and Northwest campuses, decals are available as posted on each campus. Each campus will determine distribution hours. At the Admissions and Registration Center (ARC), decals are available at the Campus Police Photo I.D. office, Monday - Thursday 8 a.m. – 5 p.m., Friday 8 a.m. - 1 p.m. Additional hours and locations may be available, especially during peak registration times.

Note: Student Housing decals are available on the Barton Campus and ARC Photo I.D. Office only. Proof of residency is required. Student Housing decals are required for overnight parking. Student Housing decals are valid for white line spaces only on all campuses.

Student Decals – White Line space only

You will need

- Vehicle information, including tag number.
- Copy of your current class schedule, with your ID number.
- Photo ID, preferably Student ID.

Faculty/Staff Decals – Green or white line spaces

You will need

- Vehicle information, including tag number.
- Your ID number, found on your pay advice.
- Photo ID, preferably Faculty/Staff ID.

The decal must be placed on the outside of the vehicle, clean rear window, left (driver's) side, at the bottom. Exceptions to this rule are the following:

Convertibles and trucks with removable covers: *The decal can be placed on the front windshield.*

Motorcycles*: Place the decal in a visible location, such as the front fork, fender, data plate area, windshield, etc.*

Temporary Parking Decals

Five types of temporary parking decals are available: Student, Faculty/Staff, Visitor/Guest, Contractor, and Short Term Visitor. Temporary permits are available at the same locations as decals above. Bring your vehicle information, including tag number, with you. Place the temporary permit inside your vehicle on the dash, driver's side, and park as normal.

Temporary parking decals and guest passes for the Student Housing are available only from the Leasing Office in GTF Student Housing. Only the Leasing Office issues temporary decals that are valid for overnight parking.

Temporary decals, including those issued by GTF Student Housing to residents, are valid until expiration on all campuses in designated parking spaces. GTF Student Housing Guest permits are not valid for parking on campus.

GTF Student Housing Parking

Greenville Tech Foundation Student Housing Parking Decals or Temporary Permits are required for overnight parking at GTF Student Housing. GTF Student Housing Decals are good on all campuses; an additional decal is not required. Temporary permits may be obtained from the front desk of the Student Activity Center in GTF Student Housing. Vehicles parked overnight after visiting hours without the proper decal or permit will be ticketed. Temporary permits for residents issued by the GTF Student Housing Office will be recognized on all campuses. No additional temporary permit is necessary.

Overnight guests are permitted within the guidelines set forth in the Resident Handbook. Guests are required to obtain a Guest Permit from the front desk of the Student Activity Center in GTF Student Housing. Vehicles parked overnight after visiting hours without the proper decal will be ticketed. GTF Student Housing Guest permits are not valid on campus. Guests should park in Lot F. Parking lots inside the fences are reserved for residents only. New vehicles with paper tags are required to obtain a temporary decal from the GTF Student Housing Office in order to park overnight. Vehicles with paper tags will be ticketed in GTF Student Housing Parking only, including Lot F.

Parking Rules

1. Failure by any person to find a parking space shall not be an excuse for a violation of these regulations.
2. No person shall park in any areas or spaces other than those that are valid.
3. Spaces marked with green lines are restricted for faculty and staff parking only. Spaces marked with blue lines are restricted to State Handicap Decal parking only.
4. **Parking Violations** — **Fines**

a. Blocking a fire hydrant	$100.00
b. Unauthorized parking in a Disability space (blue lines)	100.00
c. Unauthorized parking in a Faculty/Staff space (green lines)	50.00
d. Double parking	50.00
e. Backing in or driving through a parking space	15.00
f. Parking in a manner that obstructs a sidewalk, crosswalk or roadway	50.00
g. Parking in a roadway, driveway or on a sidewalk	50.00
h. Parking in an area not designated as a parking space	50.00
i. Parking in a designated NO PARKING zone (sign, markings or yellow curb)	50.00
j. Parking in a closed off area, marked by cones, barricades or tape	50.00
k. Parking in a service area or service vehicle space, at a loading dock or on a service road or driveway	50.00
l. Parking out of lines	15.00
m.Parking overnight without authorization	15.00
n. Parking against the flow of traffic	15.00
o. Parking in spaces designated for carpool/fuel efficient vehicles only	25.00

5. Vehicle Violations

a. Failure to display current parking decal or temporary permit	25.00
b. Improper display of decal (not permanently affixed)	25.00
c. Larceny (theft) of parking decal	100.00
d. Misuse of decal or temporary permit (transferring from one vehicle to another)	20.00

6. **Moving Violations**

NOTE: Sworn Campus Police officers carry state citation books which may be used for moving violations in lieu of the fines below:

a. running a stop sign	$100.00
b. failure to yield right of way	100.00
c. speeding	50.00
d. reckless driving	100.00
e. driving too fast for conditions	50.00
f. violation of one way street	50.00
g. driving in areas of the campus which have been closed by barricades signs, yellow lines or other traffic control devices	50.00
h. failure to yield to pedestrians	50.00
i. vehicular traffic off roadway	50.00
j. passing a moving vehicle	50.00
k. failure to stop for an officer	100.00
l. operating an unsafe vehicle	50.00

7. **Additional Fines**

a. Littering	$50.00
b, Failure to show or surrender I.D.	15.00
c. Noise Violation	50.00

Repeat violators may have vehicles towed off campus at their own expense and may have campus driving privileges suspended. All fines and penalties are subject to change whenever a person is cited more than once for the same violation. All fines are subject to change upon written notice and approval by the Greenville Technical College President's Cabinet.

Settlement of Fines or Penalties

Whenever a person is cited for a violation he/she may

- Pay to the Business Office the amount of the fine as set forth in the traffic regulations. (Fines are due to be paid within 10 working days.)
- Appeal the citation to the Ticket Appeals Committee. The appeal forms are located in the dean of students' office on the Barton Campus. An appeal must be made within five working days of the date the citation was written. An appeals committee is convened weekly to adjudicate violations.
- Students who are indebted to Greenville Tech in any way must clear all debts before registering for a subsequent semester, before graduating and before receiving semester grade reports and/or transcripts.

Note: Any person having to leave a vehicle parked on campus overnight or for any period of 24 hours or more must contact the Campus Police Department by email at campuspolice@gvltec.edu and report the following information.

- ❏ Description and tag number of vehicle
- ❏ Name of owner and/or driver
- ❏ Phone number where owner and/or driver can be reached
- ❏ Approximate length of time vehicle will be left on campus

The college will not be responsible for any damage incurred by any vehicle.

Parking for Persons with Disabilities

Handicapped parking spaces are available only to those displaying a valid state disabled placard or vehicle tag. Campus officials, by law, cannot issue handicap decals. Placards and tags can only be obtained in South Carolina through the Department of Motor Vehicles. For more information and an application, visit this URL: www.scdmvonline.com/DMVBew?forms/DMVB-16.pdf

Disabled placards or vehicle tags may only be utilized by the person to whom the placard or tag is issued. Disability spaces are to be reserved for those that need them. Campus Police may verify placards or tags on a random basis to ensure compliance with the law.

Emergency Assistance

Persons who encounter problems in the parking lots such as a stalled vehicle or keys locked in a vehicle may request assistance by contacting the Campus Police Department at (864) 250-8911.

Neither Greenville Technical College nor any of its employees will be responsible for any damages done to a vehicle when assistance is rendered at the student's request. If this is not acceptable, persons are encouraged to seek assistance from a local business that will perform this service for a fee.

Accident Reporting Procedures/Accident Insurance

In the event that an accident — personal or vehicular — occurs on campus, it should be reported immediately to the Campus Police Department at (864) 250-8911. In the event that it is impossible for a person involved in an accident to make an immediate report, one should be made within 48 hours.

The college maintains an accident insurance policy on all students. There is a $25 deductible which applies to student insurance claims. The student is responsible for paying at least $25 to the attending physician or hospital. Claims will be considered for a period of one year from the date of the accident. Students should contact the secretary to the dean of students, ET/103-223, (864-250-8102) for assistance with insurance claims. Accidents which are not reported properly may not be covered by student insurance.

Student Identification Cards

All students are required to have a current Greenville Tech student identification card. The ID card must be in the student's possession at all times when the student is on campus, including GTF Student Housing residents, and must be presented to any faculty, staff or administrative personnel upon request. Failure to provide ID as requested may be subject to a fine or disciplinary action.

ID cards must be presented in order to obtain a library card, and to gain admission to various student activities. Various merchants in the Greenville area will give discounts to students who present an ID card.

Students should present their tuition payment receipt and some type of photo ID to receive a student ID card. Students may acquire an ID card at the Campus Police ID Office in the Admissions and Registration Center (ARC) across from the Bookstore.

Privacy of Student Educational Records Policy

The Family Educational Rights and Privacy Act of 1974, as amended, prescribes the conditions under which information about students can be released. It is the policy of Greenville Technical College to follow the guidelines in order to protect the privacy of our students. The following statement of student rights is made under the provisions of the act and is afforded to all eligible students.

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions of personally identifiable information, from the student's informational records.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the act.

The college may provide directory information in accordance with the provisions of the act without written consent of any eligible student unless the student has requested in writing that such information not be disclosed.

Directory information is defined to be student name; address; telephone number; dates of attendance; program of study; anticipated date of graduation; degree, diploma or certificate conferred; and full-time/part-time status.

Students who wish to request non-disclosure of the above items should complete a Nondisclosure Form available from the Student Records Office.

Student Center Operational Policies

The Greenville Tech Student Center is open during the following hours (subject to change with advance notice).

- ❏ 8 a.m. - 6 p.m., Monday - Thursday
- ❏ 8 a.m. - 1 p.m., Friday

Special Activities in the Student Center

Scheduling of special activities in the center will be done on a priority basis.

First Priority	Recognized student organizations. Scheduling must be done through the dean of students.
Second Priority	Faculty and staff. Scheduling must be done through the dean of students.
Third Priority	Non-Greenville Tech clubs, organizations and groups. Scheduling must be done by a faculty or staff member through the dean of students.

Two weeks advance notice is required. The college reserves the right to reschedule non-Greenville Tech groups for other buildings if conflicting requests are received from the first or second priority group.

Bulletin Boards

Bulletin boards are located throughout the campus to notify students of coming events and activities. Notices to be placed on these boards by student organizations must be turned in to the director of Student Activities for approval. Notices to be posted in the Student Center must be approved by the dean of students. Any notices to be placed by non-students or by students not representing a student organization must be turned in to the dean of students for approval. Posters should not be larger than 15 inches by 20 inches and are not to be attached to walls, windows or doors. Approved notices may remain posted for two weeks.

On-Campus Selling

Any person selling merchandise for any off-campus organization or for any individual, or any person soliciting contributions on the Greenville Tech campus, must first obtain approval from the office of the dean of students. Fund-raising projects sponsored by student organizations must first be approved by the director of Student Activities.

Closings/Inclement Weather Policy

For information on weather closing policies and procedures, consult your syllabus, local media, the college switchboard, (864) 250-8000, or the college web site (www.gvltec.edu).

Telephone/Copy Machine/Computer Availabilities

Pay telephones are located in many student areas on campus. **Students should not use office phones for personal calls.** A photocopying machine is available in the library on the first floor of the Library/Technical Resource Center for use by all persons. Computers for use by students are available in the Computer Valley located in Library/Technical Resource Center, the PC Planet located in the Nursing/Science Building, the Sky Lab located in the University Transfer Building, at the Brashier, Greer and Northwest campuses, and at the Admissions and Registration Center.

Cell Phone Policy

The use of cell phones, pagers, and other personal electronic devices is allowed on all Greenville Technical College campuses; however, users of these devices must be attentive to the needs, sensibilities, and rights of other members of the college community.

To avoid any unnecessary disruption of college function, the ringers on these devices must be turned off and, in consideration of Greenville Technical College's Emergency Communication Plan, vibrate mode is acceptable in all academic settings, including classrooms, laboratories, clinical/externship settings, study spaces, and computer labs. At no time may these devices be used near classroom doors or hallways while classes are in session. Students participating in off-campus, course-related activities must follow the electronic devices' policies of the agency or organization where they are visiting or working.

Beyond the basic college policy stated herein, departments or faculty members, at their discretion, may formulate more restrictive policies related to personal electronic devices as long as these policies do not conflict with Greenville Technical College's Emergency Communication Plan. This provision is intended to provide and maintain a classroom environment that is conducive to learning and respectful of others. Any additional policies must be stated in the course syllabi and may include penalties for student violations.

Disruption of class by any electronic device may result in an instructor's dismissal of the student for the remainder of class period. Other specified procedures for disruptive classroom behavior may apply as well. If any personal electronic device is used inappropriately for the purpose of academic dishonesty, the student will be penalized appropriately under the Academic Honesty Policy of Greenville Technical College.

Miscellaneous Regulations

Anyone wishing to distribute materials such as pamphlets, questionnaires, sample products, etc., on campus must receive authorization from the office of the dean of students at least two weeks in advance. The college may establish rules and regulations regarding the time, place and manner of distribution.

Tape recorders and audio devices may be used in classrooms when approved by the instructor. Non-classroom use of such devices is permitted only when such usage does not disrupt other students and/or staff members. Students may be required to use earphones for private listening.

Firearms are strictly prohibited at all times.

Students of the college may not bring children to class or labs, or leave children unattended on campus. The college assumes no responsibility for supervision of students' children.

Students in certain departments (Auto Body Repair, Automotive Technology, Diesel Equipment Technology and others) are required to have a personal set of hand tools available. Students who do not have the required tools by the date established and announced by the appropriate department head will be subject to suspension from the department.

Computing Facilities Use Policy

General

- Computing facilities are provided to support the mission of the college.
- Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
- The use of computing facilities for non-college related purposes is prohibited.
- All who use computing facilities agree to do so in a manner which is ethical, legal and does not interfere with others.
- Students' children are not allowed in computer labs or classrooms, nor are they allowed to be left unattended on campus.
- Food and drinks are prohibited in computer labs and classrooms.
- Cellular phones, pagers, beepers and other similar devices may not be activated in computer labs and classrooms.

Specific Prohibitions Regarding the Use of Computing Facilities

- Students may use only those facilities which have been properly authorized for their use. Students may not make their password available to others, use an account set up for another person, or attempt to discover the password of another person.
- Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the express permission of the copyright holder.
- Students may not copy or attempt to copy information belonging to another person without that person's expressed permission.
- Students may not attempt to interfere with the operation of, or attempt to circumvent the security of, any of the college's computing facilities.
- Students may not use the college's computing facilities to send, receive or access material that is deemed to be obscene, offensive or harassing to others. The college reserves the right to determine if a particular source of information may contain such information and to restrict or deny access to such sources at its discretion.

Other

- The college makes computing facilities consisting of hardware and software available to internal and external users. The college accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The college makes no warranty, expressed or implied, regarding the computing services offered or their fitness for any particular purpose. The college's liability in the event of any loss or damage shall be limited to the fees and charges paid to the college for the use of computing facilities which resulted in the loss or damage.
- The college provides no facilities which guarantee the confidentiality of files. The computer systems administrator and his/her designee may have the ability to view all messages and files of any user. It is not the routine practice of the administrator to view such files; however, privacy cannot be guaranteed.
- Different computer labs may have different regulations concerning their use. (Example: signing in and out may be required in some labs.) Students who use a computer lab must learn and adhere to the regulations of that lab.

This policy governs student use of college computing facilities. The terms "computing facilities" and "facilities" are used herein to include any terminal, computer, printer, network component, or other related resource belonging to or provided by the college. This policy is applicable regardless of whether use of a facility originates at the college, at a student's residence, or at any other location. A violation of this policy constitutes a violation of the Student Code for South Carolina Technical Colleges and may result in progressive disciplinary action up to and including expulsion from the college.

Student Code

General Provisions

I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical Colleges have shared programs, the chief student services officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the chief student services officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the chief student services officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

III. Definitions

When used in this document, unless the content requires other meaning,

A. "College" means any college in the South Carolina Technical College System.
B. "President" means the chief executive officer of the college.
C. "Administrative officer" means anyone designated at the college as being on the administrative staff such as president, vice president, dean of students or student services, chief academic officer, dean of instruction, or business manager.
D. "Chief student services officer" means the administrative officer at the college who has overall management responsibility for student services, or his/her designee.
E. "Chief academic officer" means the administrative officer at the college who has overall management responsibility for academic programs and services, or his/her designee.
F. "Student" means a person taking any course(s) offered by the college.
G. "Instructor" means any person employed by the college to conduct classes.
H. "Staff" means any person employed by the college for reasons other than conducting classes.
I. "SGA" means Student Government Association of the college.
J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
K. "Violation of law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
L. "Suspension" means a temporary separation of the college and student under specified conditions.
M. "Expulsion" means permanent separation of the college and student.

Student Code

I. General Rights of Students

A. **Nondiscrimination**— There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, disability or sexual orientation.
B. **Freedom of Speech and Assembly**— Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the president, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.
C. **Freedom of the Press**— In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and

safeguard editorial policies.

D. **Protection Against Unreasonable Searches and Seizures**— Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

E. **Student Representation in College Governance**— Students should be represented on campus committees that have the following duties:
   1. To propose policy that affects student activities and conduct.
   2. To make policy decisions on such matters.
   3. To implement policy.

F. **Classroom Behavior**— Discussion and expression of all views relevant to the subject matter is recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the chief student services officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

G. **Evaluation and Grading**— Instructors will follow the announced standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

H. **Privacy**— Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. **Records**
   1. **General.** The Student Records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.
   2. **Confidentiality of Records.** Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
      a) To instructors and administrators for legitimate educational purposes.
      b)To accrediting organizations to carry out their functions.
      c) To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
      d)The chief student services officer may release directory information as authorized by the college through federal and state privacy legislation.
      e) If the inquirer has a court order, the chief student services officer or someone designated by that official will release information from the student's file.
   3. **Disciplinary Records.** Records of disciplinary action shall be maintained in the office of the chief student services officer. No record of disciplinary action shall be entered or made on the student's academic records.
   4. **Treatment of Records after Student Graduation or Withdrawal.** When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

II. Student Government and Student Organizations

A. **Student Government Associations.** The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. **Student Organizations.** An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

III. Proscribed Conduct

A. **General.** Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

B. **Abuse of Privilege of Freedom of Speech or Assembly.** No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities. In the event of illegal or disruptive activity on a college campus, the chief student services officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The chief student services officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the

South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. **Academic Misconduct.** All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.
   1. Cheating on tests is defined to include the following:
      a) Copying from another student's test or answer sheet.
      b) Using materials or equipment during a test not authorized by the person giving the test.
      c) Collaborating with any other person during a test without permission.
      d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
      e) Bribing or coercing any other person to obtain tests or information about tests.
      f) Substituting for another student, or permitting any other person to substitute for oneself.
      g) Cooperating or aiding in any of the above.
   2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
   3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
   4. Fabrication is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

D. **Falsification of information, and other unlawful acts, with intent to deceive is defined as:**
   1. Forgery, alteration, or misuse of college documents, records, or identification cards.
   2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. **Infringement of rights of others is defined to include, but not limited to, the following:**
   1. Physical or verbal abuse inflicted on another person.
   2. Severe emotional distress inflicted upon another person.
   3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college-approved activity.
   4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
   5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for his or her safety, and that has, in fact, placed an individual in such fear.

F. **Other unlawful acts which call for discipline include, but are not limited to:**
   1. Destruction, theft, damages, or misuse of college property occurring on or off campus.
   2. Unauthorized entry upon the property of the college after closing hours.
   3. Unauthorized presence in any college facility after hours.
   4. Unauthorized possession or use of a key to any college facility or other property.
   5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
   6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the state of South Carolina.
   7. Possession, use, or distribution on campus of any beverage containing alcohol.
   8. Violation of institutional policies while on campus or off campus when participating in a college-sponsored activity.
   9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college-sponsored activity.
   10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

G. **Fraternization with Charter High School, Brashier Middle College and/or Greer Middle College Students**
   1. College student and Charter High School/Middle College student relationships
      Any relationship between Greenville Technical College students and Charter High School/Middle College students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.
   2. College student and high school student relationships
      Any relationship between Greenville Technical College students and high school/middle college students not required by classroom instruction is prohibited. This prohibition applies to all Greenville Technical College students without regard to campus location.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

A. **Administrative Suspension**

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the president of the college, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The president, or his/her designee, shall notify the chief student services officer in writing about the nature of the infraction and the name of the student before 5 p.m. of the first class day following imposition of the administrative suspension. The chief student services officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the president or his/her designee.

B. **Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
   a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
   b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
   c) Assign a failing grade for the course.
   d) Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the chief instructional officer.
4. The chief instructional officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the chief instructional officer within seven working days of the date of the chief instructional officer's letter.
5. If the student requests an appeal, the chief instructional officer, or designee, will schedule a time for the meeting. The chief instructional officer, or designee, will send a certified letter to the student. In addition to informing the student that the chief instructional officer, or designee, will hear the appeal, this letter must also contain the following information:
   a) A restatement of the charges
   b) The time, place, and location of the meeting
   c) A list of witnesses that may be called
   d) A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Procedure, Section V. A. 1.e.
6. On the basis of the information presented at the appeal, the chief instructional officer, or designee, will render one of the following decisions:
   a) Accept the decision and the sanction imposed by the instructor
   b) Accept the instructor's decision but impose a less severe sanction
   c) Overturn the instructor's decision
7. The chief instructional officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the president of the college by sending a letter detailing the reasons for the appeal to the president's office within five working days.
8. After receiving the student's request, the president will review all written materials relating to this incident and render one of the following decisions. The president's decision cannot be appealed further.
   a) Accept the decision and the sanction imposed
   b) Accept the decision but impose a less severe sanction
   c) Overturn the decision
   d) Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in Section IV. D and Section V.

C. **STUDENT MISCONDUCT**

1. A charge involving a student infraction must be filed in writing at the office of the chief student services officer within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
2. Within five working days after the charge is filed, the chief student services officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the chief student services officer, or designee, may act as follows:
   a) Drop the charges.
   b) Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
   c) Refer the student to a college office or community agency for services.

   The decision of the chief student services officer, or designee, shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the chief student services officer, or designee, shall send a

certified letter to the student's last known address, providing the student with a list of the charges, the chief student services officer's, or designee's decision, and instructions governing the appeal process.

3. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within two working days after receipt of the decision unless a request is made and approved for an extension of time. The chief student services officer shall refer the matter to the committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. **The Student Appeals Committee**

Each college shall have a Student Appeals Committee (hereafter referred to as the committee) to consider the case of a student who declines to accept the findings of the chief student services officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the chief student services officer.

1. Membership of the committee shall be composed of the following:
   a) Three faculty members appointed by the chief instructional officer and approved by the president.
   b) Three student members appointed by the appropriate student governing body and approved by the president.
   c) One member of the Student Services staff appointed by the chief student services officer and approved by the president.
   d) The chief student services officer serves as an ex officio nonvoting member of the committee.
   e) The chair shall be appointed by the president from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Functions of the committee are described as follows:
   a) To hear an appeal from a student charged with an infraction that may result in disciplinary action.
   b) To hand down a decision based only on evidence introduced at the hearing.
   c) To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
      (1) Academic Misconduct
         (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
         (b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
         (c) Assign a failing grade for the course.
         (d) Require the student to withdraw from the course.
      (2) Student Misconduct
         (a) A written reprimand.
         (b) An obligation to make restitution or reimbursement.
         (c) A suspension or termination of particular student privileges.
         (d) Disciplinary probation.
         (e) Suspension from the college.
         (f) Expulsion from the college.
         (g) Any combination of the above.

V. Procedures for Hearings before the Student Appeals Committee

A. **Procedural Duties of the Chief Student Services Officer**

1. At least seven working days prior to the date set for hearing before the committee, the chief student services officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
   a) A restatement of the charge or charges.
   b) The time and place of the hearing.
   c) A list of all witnesses who might be called to testify.
   d) The names of committee members.
   e) A statement of the student's basic procedural rights. These rights follow:
      (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. Payment of legal fees is the responsibility of the student.
      (2) The right to produce witnesses on one's behalf.
      (3) The right to request, in writing, that the president disqualify any member of the committee for prejudice or bias. (At the discretion of the president, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
      (4) The right to present evidence. The committee may determine as to what evidence is admissible.
      (5) The right to know the identity of the person(s) bringing the charge(s).
      (6) The right to hear witnesses on behalf of the person bringing the charges.
      (7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
      (8) The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within seven working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the chief student services officer concurs with this change.

B. **The Conduct of the Committee Hearings**

1. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
   a) The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
   b) Counsels for the student and the college.
   c) A person, mutually agreed upon by the student and the committee, to serve in the capacity of recorder.
   d) Witnesses who shall:
      (1) Give testimony singularly and in the absence of other witnesses.
      (2) Leave the committee meeting room immediately upon completion of the testimony.
2. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. In addition to written notes, the hearing may be tape recorded, except for the committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the chief student services officer. The student may listen to the tape of his/her hearing under the supervision of the chief student services officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
6. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
7. Decisions of the committee shall be made by majority vote.
8. Within two working days after the decision of the committee, the chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. **Appeal to the President**

When the student appeals to the president, the president, whose decision is final, shall have the authority to

1. Receive from the student an appeal of the committee's decision.
2. Review the findings of the proceedings of the committee.
3. Hear from the student, the chief student services officer, and the members of the committee before ruling on an appeal.
4. Approve, modify, or overturn the decision of the committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Student Grievance Procedure

I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, or sexual orientation, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the chief student services offer may replace the first step of the grievance procedure. The chief student services officer will counsel with the student to determine the appropriate action that is required.

B. Alleged sexual harassment complaints should be directed to the chief student services officer. Because of the sensitive nature of this kind of complaint, a conference with the chief student services officer will replace the first step of the grievance procedure. The chief student services officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

II. DEFINITIONS

When used in this document, unless the content requires other meaning,

A. "College" means any college in the South Carolina Technical College System.

B. "President" means the chief executive officer of the college.

C. "Administrative officer" means anyone designated at the college as being on the administrative staff, such as the president, chief academic officer, chief student services officer, etc.

D. "Chief student services officer" means the administrative officer at the college who has overall management responsibility for student services or his/her designee.

E. "Chief instructional officer" means the administrative officer at the college who has overall management responsibility for academic programs and services or his/her designee.

F. "Student" means a person taking any course(s) offered by the college.

G. "Instructor" means any person employed by the college to conduct classes.

H. "Staff" means any person employed by the college for reasons other than conducting classes.

I. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

III. PROCEDURES

A. **First Step.** The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 instructional weekdays of the incident that generated the complaint.

B. **Second Step.** If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The chief student services officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the chief student services officer, or designee, within 10 instructional weekdays after satisfying the first step in the grievance process. The chief student services officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The chief student services officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

C. **Third Step.** If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The chief student services officer shall immediately notify the president who shall ensure that the committee is organized in a manner consistent with Section IV.A of this procedure. The chief student services officer, or designee, will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. The Student Grievance Committee's meeting(s) shall be conducted between five and 15 instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting.

D. **Fourth Step.** If either party is not satisfied with the committee's decision, that person may submit an appeal to the president of the college within 10 instructional weekdays of the committee's decision. The president shall review the committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within 10 instructional weekdays of receipt of the appeal. The president's decision is final.

IV. THE STUDENT GRIEVANCE COMMITTEE

A. The Student Grievance Committee shall be composed of the following:
   1. Three students recommended by the governing body of the student body.
   2. Two faculty members recommended by the chief instructional officer.
   3. One Student Services staff member recommended by the chief student services officer.
   4. One administrator, other than the chief student services officer, to serve as the committee's chairperson.
   5. The chief student services officer, or designee, who serves as an ex-officio, non-voting member of the committee. The president must approve all recommended members.

B. **Purpose and Function of Grievance Committee**

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. **Rights of the Parties Involved in a Grievance**. When a grievance committee meeting is scheduled, the parties involved are entitled to the following
   1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
      a) a brief description of the complaint, including the name of the person filing the complaint;
      b) the date, time, and location of the meeting; and
      c) the name of any person who might be called as a witness.
   2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the chief student services officer or his/her designee.
   3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the committee's judgment that the evidence is relevant to the appeal.
   4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the committee and either party in the appeal.
   5. An advisor who shall not address the committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. **HEARING PROCEDURES**
   1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the committee may be present.
   2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the chief student services officer. Either party in the appeal may listen to this tape recording under the supervision of the chief student services officer or designee.
   3. The committee may question the student and the employee. The committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
   4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The chairperson of the committee will determine the appropriateness of the questions.
   5. The student shall bear the burden of proof.

6. The committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the president of the college within two instructional weekdays of the committee's decision. This letter will include a rationale for the committee's decision.

NOTE:
Procedure for Student Complaints Regarding English Fluency of Faculty

The Commission on Higher Education requires that all students be advised of state policy regarding standards for English fluency of faculty.

All faculty hired by Greenville Technical College to teach credit coursework will be carefully screened for English fluency. English fluency is defined as the ability to use language effectively to communicate information, convey ideas, and facilitate learning. Regional dialect/pronunciation and voice inflection do not constitute lack of fluency. If a student feels that a faculty member's English language skills hinder learning in the college's instructional settings (classroom, lab, clinic, etc.), the student should follow the procedure outlined below.

1. The student should talk with the instructor about language concerns and indicate the factors that are impeding the learning process (i.e., rate of speech, pronunciation, etc.)
2. After speaking directly with the instructor, if the student feels that his or her concerns have not been resolved then the student should make an appointment with the instructor's department head. (Note: The department head may request a written complaint.) The student's concerns will be investigated, and a written response will be provided to the student.
3. If the student is not satisfied with the department head's response, the student may submit a written complaint to the academic dean of the instructor's division and request an appointment. The academic dean and the dean of student affairs will work collaboratively to determine if the situation warrants an English Proficiency Performance review of the instructor. The academic dean will provide a written response of the recommendations resulting from the review to the student.
4. If the student is still not satisfied, the student can request the English Fluency Evaluation Committee (hereafter referred to as the committee) evaluate the instructor. This request must be made in writing to the dean of students within ten (10) working days following the date of the academic dean's written response (item 3 above).
5. The committee will conduct its evaluation based on State Tech Policy 8-2-109 (English Fluency Requirements for Faculty Employment) and committee guidelines. The committee will notify the student and the dean of students' office of the committee's decision. The committee's decision will be final.

Arts and Sciences

Why should you consider Greenville Tech for the first half of a four-year degree? By taking the first two years of your four-year degree at Greenville Tech, you will learn from highly qualified instructors in small class settings. Our instructors work with students in class and outside the classroom to ensure mastery of skills. Research shows that students who begin at two-year colleges perform as well or better than students who begin as freshmen at four-year colleges. Greenville Tech courses have been accepted by more than 100 colleges and universities across the nation, so transferability of courses is rarely a problem. Our advisors help you select the right courses, giving you a road map to reach the four-year degree and the college you plan to attend. Greenville Technical College is a partner in the University of South Carolina Upstate's Direct Connect program. This program guarantees admission to USC Upstate for any student who graduates with an AA, AS or select AAS degree from Greenville Tech. Information on this program is available from advising personnel and on www.gvltec.edu and www.uscupstate.edu.

Arts and Sciences Programs:

Associate of Arts Degree

- Transfer Tracks
  - ❏ Honors
  - ❏ Visual & Performing Arts
    - Art Education
    - Fine Arts
    - Graphic Design
    - Photography
    - Theatre
    - Web Site Design
- Certificate in Arts
  - ❏ Visual & Performing Arts
    - Fine Arts
    - Graphic Design
    - Web Site Design

Associate of Science Degree

- Transfer Tracks
  - ❏ Biotechnology
  - ❏ Engineering
  - ❏ Honors

To complete either an Associate of Arts or an Associate of Science degree, students must fulfill the college's general education requirements with courses in mathematics, English, social sciences, natural sciences and the humanities.

The 60 semester hours of coursework leading to each of these associate degrees are designed to parallel the freshman and sophomore years of study at many four-year colleges and universities.

Students planning to transfer for a four-year degree should confer with advisors to plan their schedules. Individual factors to be considered are scholastic aptitude, career goals and the student's specific transfer plans. Students are responsible for the choices of classes taken. It is the responsibility of each student to make sure that the classes he/she takes are transferable to the four-year college of his/her choice.

Honors Program

The Honors Program is designed to enhance the Greenville Tech experience for bright, highly motivated students. Small, challenging classes encourage interaction between student and instructor, enhance opportunities for independent research, and allow the student to pursue individual goals. University Transfer students are eligible to apply for acceptance into the Honors Program if they have a cumulative grade point average of 3.4 or higher and at least nine transferable credit hours. High school students entering Greenville Tech should have a high school GPA of at least 3.5 or a combined score of 1150 or above on the critical reading and math sections of the SAT or 26 on the ACT with two letters of recommendation from individuals familiar with the student's academic performance, at least one of whom is a high school teacher. To complete Honors Program requirements, an Honors Program student must take at least six classes with the honors designation, one of which must be an honors seminar. In addition, the honors student will be required to fulfill a community service requirement. Students interested in Human Services, Nursing or Engineering may also pursue an Honors degree. Speak with your advisor or contact the Honors Office directly for more information.

University Transfer

The Associate of Arts and the Associate of Science degrees at Greenville Tech enable students to complete the equivalent of their freshman and sophomore years of college in an affordable, flexible, close-to-home situation conducive to college success.

Students receive careful academic advising and career counseling while at Greenville Tech. The Admissions and Registration

Center (McAlister Square, 225 S. Pleasantburg Dr., Suite 410) offers advising services. For first semester students, Career Services (Admissions and Registration Center, Room 26) provides testing to assist students with determining interests and aptitudes. Faculty and professional advisors use these resources to design an "academic road map" (an individualized plan) for the student's transfer goal. Students are encouraged to use these resources.

Many students in the Associate of Arts or Associate of Science programs combine class schedules with job responsibilities. Greenville Tech schedules classes in these programs from morning through evening hours and on weekends, allowing students to work if they wish. In addition to traditional classroom experiences, the Arts and Sciences Division offers online courses and hybrid courses. Students should be aware that college courses require significant study outside of class meeting time. Students who combine jobs with college enrollment may have to adjust the number of credit hours taken to permit sufficient attention to academic requirements each semester.

Students will find Greenville Tech classes small compared to freshman and sophomore classes at many university campuses. Most classes are limited to 35 students. Limiting class size provides more opportunities for contact between students and faculty.

The following list contains some of the colleges and universities to which Greenville Technical College students have been accepted:

Anderson University
Appalachian State University
Auburn University
Bob Jones University
Brevard College
Brooks Institute of Art
Carson-Newman College
Catawba College
Charleston Southern University
The Citadel
Claflin University
Clemson University
Coastal Carolina University
College of Charleston
Columbia College
Converse College
Duke University
East Tennessee State University
Emory University
Erskine College
Florida State University
Francis Marion University
Furman University
Gardner-Webb College
Georgia Institute of Technology
Georgia Southern College
Hampton University
Harvard University
Hofstra University
Howard University
Indiana University
James Madison University
Johnson C. Smith University
Lander University
Lees-McRae College
Limestone College
Mars Hill College
Medical University of South Carolina
Middle Tennessee State University
Morehouse College
Morris Brown College
Newberry College
North Carolina A&T University
North Carolina State University
North Greenville College
Pennsylvania State University
Presbyterian College
Purdue University
Queens College
Rhode Island School of Design
Ringling College of Art and Design
Rollins College
Savannah College of Art and Design
Sherman College
South Carolina State University
Southern Illinois University Carbondale
Southern Wesleyan College
State University of New York Morrisville
Syracuse University
Troy State University
Tulane University
University of Alabama
University of Charleston
University of the District of Columbia
University of Florida
University of Georgia
University of Louisville
University of Maryland
University of Massachusetts
University of Miami
University of Mississippi
University of Missouri
University of North Carolina at Chapel Hill
University of North Carolina at Charlotte
University of North Dakota
University of Notre Dame
University of Richmond
University of South Carolina at Columbia
University of South Carolina Upstate
University of Southern Mississippi
University of the South
University of Tennessee - Knoxville
University of Tennessee - Chattanooga
University of Texas at Austin
University of Virginia
Vanderbilt University
Virginia Commonwealth
Voorhees College
Webster University
Western Carolina University
Winthrop University
Wofford College

Students planning to transfer to these or any other colleges should consult frequently with their academic advisor while enrolled at Greenville Tech. Advisors will help students select courses best suited to their major subject areas and transfer destinations. It is the student's responsibility to use the services of a faculty advisor as well as the resources of his/her transfer institution. The ultimate responsibility for choosing classes is that of the student.

Associate in Arts

Associate in Arts

Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day, night, weekend, online
Type of Degree:
Associate degree
Total Hours Required for Program:
61 semester hours
Related Areas:
Business administration, education, English, foreign languages, geography, history, international studies, journalism, law, physical education, political science, psychology, recreation, social work, sociology, speech, visual and performing arts

Communications			**9.0 SHC**
ENG	101	English Composition I	3.0
ENG	102	English Composition II	3.0
SPC	205	Public Speaking	3.0
		or	
SPC	200	Introduction to Speech Communications	
		or	
SPC	208	Intercultural Communication	
		or	
SPC	209	Interpersonal Communication	

Computer **3.0 SHC**
CPT 101 or EGR 130

Humanities/Social Sciences **12.0 SHC**
Note: ***If a foreign language is chosen to satisfy a degree program's Humanities requirement, the course must be at the 102 level or higher.***
A **minimum** of one humanities course from the following:
ARA 102
ART 101, 105, 106, 107, 108, 208, 209, 210, 230, 231, 232
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238
FRE 102
GER 102
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202, 220, 228
HSS 295
MUS 105, 110
PHI 101, 105, 110
REL 101, 201
SPA 102
THE 101, 105, 240, 241

A **minimum** of one social sciences course from the following:
ANT 101, 202, 203
ECO 210, 211
GEO 101, 102, 201
PSC 201, 205, 206, 215, 220
PSY 201, 203, 208, 212, 225
SOC 101, 205, 215, 225

Mathematics/Sciences **7.0 SHC**
A **minimum** of one math and one lab science course is required.
AST 101, 102
BIO 101 or 105; 102, 201, 202, 205/206; 210, 211, 215, 216, 225
CHM 106 or 110; 111, 211, 212
MAT 103, 109 or 110, 111, 120, 122, 130 or 140, 132, 141, 211, 212, 215, 220, 230 or 240, 242
PHS 101, 102
PHY 201 or 221; 202 or 222

Communications/Humanities/Social Sciences **15.0 SHC**

ANT 101, 202, 203
ARA 102
ART 101, 105, 106, 107, 108, 111, 208, 209, 210, 230, 231, 232
ECO 210, 211
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238
FRE 102
GER 102
GEO 101, 102, 201
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202, 220, 228
HSS 295
JOU 101
MUS 105, 110
PHI 101, 105, 110
PSC 201, 205, 206, 215, 220
PSY 201, 203, 206, 208, 212, 225
REL 101, 201
SOC 101, 205, 215, 225
SPA 102
THE 101, 105, 240, 241

Other Hours **18.0 SHC**

ACC 101, 102
ANT 101, 202, 203
ARA 101, 102
ART 101, 105, 106, 107, 108, 111, 112, 200, 202,203, 204, 207, 208, 209, 210, 211, 230, 231, 232, 267, 268, 281, 289, 290, 291, 292
ARV 110, 114, 121, 122, 205, 210, 212, 214, 215, 217, 222, 227, 228, 230, 241, 244, 261, 262, 280
AST 101, 102
BIO 101 or 105; 102, 201, 202, 205/206; 210, 211, 215, 216, 225, 240, 241
BTN 103, 104
CHM 106 or 110; 111, 211, 212, 213,227
COL 103, 105
ECE 205, 211, 212, 221, 222
ECO 210, 211
EDU 230
EGR 260, 262, 264, 266, 269, 270, 275
ENG 201, 202, 205, 206, 208, 209, 228, 230, 231, 234, 238
EVT 201
FRE 101, 102, 201, 202
GEO 101, 102, 201
GER 101, 102, 201, 202
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202, 220, 228
HUS 204
IDS 210
JOU 101
MAT 103, 109 or 110, 111, 120, 122, 130 or 140, 132, 141, 211, 212, 215, 220, 230 or 240, 242
MUS 101, 102, 103, 104, 105, 110, 111, 112, 113, 114
PHI 101, 105, 110
PHS 101, 102
PHY 201 or 221, 202 or 222
PSC 101, 103, 104, 201, 205, 206, 215, 220
PSY 201, 203, 206, 208, 212, 225
REL 101, 201
SOC 101, 205, 215, 225
SPA 101, 102, 201, 202
THE 101, 105, 205, 225, 226, 230, 240, 241,250, 253, 259, 263, 276, 277

Total minimum credit hours: **61.0**

Visual and Performing Arts Transfer Tracks

Courses offered within the recommended fine arts transfer tracks allow access and transfer to bachelor's degree programs. Students in the Visual and Performing Arts (VPA) programs at Greenville Technical College typically seek an Associate of Arts (A.A.) degree by completing specific programs of study in Fine Arts, Graphic Design, Web Site Design, Photography, Theatre, and Art Education. We also offer a Certificate of Arts for Fine Arts, Graphic Design and Web Site Design. The certificate programs do not require the humanities/social sciences/math classes included in the A.A., but do include advanced training for each area.

Students planning to pursue a bachelor's degree in any of the aforementioned areas are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for each college/university is specific and leaves little opportunity for error. It is imperative that students discuss curriculum and transfer requirements with their assigned academic advisor and with the transfer advisor at the four-year institution of their choice. Students should begin discussions as soon as the choice to major in the visual and performing arts at the four-year institution has been made. VPA faculty/staff are the best resource for students.

Students entering these programs typically have a strong interest in art, but usually have very little or no formal training. They choose specialty skills determined by the student's specific program of study. Students build both their confidence and their portfolios while participating in rigorous problem solving and conceptual assignments. Successful graduates of these programs are assured of having the necessary skills for a wide range of career opportunities in visual arts-related professions. We do not train students to become simply technicians or implementers of technology; instead, our teaching/learning process facilitates students' understanding of education being a lifelong development. Employment is typically found in advertising, public relations, graphic design, web site design, and professional photography.

In addition to the general education courses as required for the Associate of Arts degree, courses for completion of the degree may be selected from the list given for each transfer track. Depending on the transfer track selected, the courses listed may fulfill Humanities and/or other hour requirements. To meet prerequisite requirements, a faculty advisor should be consulted to ensure that courses are completed in the proper sequence.

Art Education Transfer Track

ARV	121	Design
ART	107	History of Early Western Art
ART	111	Basic Drawing I
ARV	110	Computer Graphics I
ART	108	History of Western Art
ART	202	Ceramics
ART	211	Introduction to Painting
ARV	122	3-Dimensional Design I
ART	112	Basic Drawing II
ART	292	Foundations for Art Education
ARV	241	Painting II
ART	207	Printmaking
ART	208	Art Since 1945
ARV	244	Sculpture I

Fine Arts Transfer Track

ARV	121	Design
ART	107	History of Early Western Art
ART	111	Basic Drawing I
ARV	110	Computer Graphics I
ART	108	History of Western Art
ART	207	Printmaking
ARV	122	3-Dimensional Design I
ART	211	Introduction to Painting
ART	112	Basic Drawing II
ART	202	Ceramics
ARV	241	Painting II
ARV	230	Visual Arts Business Procedures
ART	208	Art Since 1945
ARV	244	Sculpture I
ARV	280	Visual Arts Exit Portfolio

Graphic Design Transfer Track

ARV	121	Design
ARV	110	Computer Graphics I
ART	107	History of Early Western Art
ART	111	Basic Drawing I
ARV	210	Computer Graphics II
ART	108	History of Western Art

ARV 114 Photography I
ART 200 Type Designing
ARV 261 Advertising Design I
ARV 217 Computer Imagery
ART 208 Art Since 1945
ARV 227 Web Site Design
ARV 230 Visual Arts Business Procedures
ART 210 History of Graphic Design
ARV 280 Visual Arts Exit Portfolio

Photography Transfer Track

ARV 121 Design
ARV 110 Computer Graphics I
ART 101 Art History & Appreciation
ARV 114 Photography I
ARV 210 Computer Graphics II
ART 106 History of Photography
ARV 214 Photography II
ART 289 Digital Photography
ART 208 Art Since 1945
ARV 230 Visual Arts Business Procedures
ART 290 Photojournalism
ARV 215 Photography III
ARV 280 Visual Arts Exit Portfolio
ART 291 Large Format Photography

Theatre Transfer Track

THE 101 Introduction to Theatre
THE 253 Stagecraft
THE 105 Fundamentals of Acting
THE 225 Theatre Production I
THE 276 Script Analysis
THE 230 Theatre Production II
THE 250 Makeup for Performance
THE 226 Children's Theatre
THE 240 Theatre History I
THE 241 Theatre History II

Web Site Design Transfer Track

ARV 121 Design
ARV 110 Computer Graphics I
ART 107 History of Early Western Art
ART 111 Basic Drawing I
ARV 227 Web Site Design I
ART 108 History of Western Art
ARV 114 Photography I
ARV 210 Computer Graphics II
ARV 212 Digital Photography (for the web)
ARV 228 Web Site Design II
ART 208 Art Since 1945
ARV 222 Computer Animation
ARV 230 Visual Arts Business Procedures
ART 210 History of Graphic Design
ARV 280 Visual Arts Exit Portfolio

Certificate in Arts
Fine Arts, Graphic Design and Web Site Design

The Visual and Performing Arts (VPA) Department at Greenville Technical College offers a Certificate of Arts in the areas of Fine Arts, Graphic Design and Web Site Design. Each certificate includes 11 courses of study emphasizing advanced training for each area but these certificates do not require the humanities/social sciences/math classes included in the Associate of Arts (A.A.) degree. Students may pursue (declare) the A.A. and also achieve one or more of the certificates upon graduation.

Students planning to pursue a Certificate of Arts in any of the aforementioned areas are strongly urged to utilize Greenville Technical College's academic advising services. Discussions should begin as soon as the choice to pursue any of the visual and performing arts certificates has been made. VPA faculty/staff are the best resource for students.

Students entering these programs typically have a strong interest in art, but usually have very little or no formal training. They choose specialty skills determined by the student's specific program of study. Students build both their confidence and their portfolios while participating in rigorous problem-solving and conceptual assignments. Successful graduates of the programs are assured of having the necessary skills for a wide range of career opportunities in visual arts-related professions. We do not train students to become simply technicians or implementers of technology, instead our teaching/learning process facilitates students understanding of education being a lifelong development. Employment is typically found in advertising, public relations, graphic design, web site design, and professional photography.

Fine Arts

ARV	121	Design	3.0
ART	111	Basic Drawing I	3.0
ART	112	Basic Drawing II	3.0
ART	207	Printmaking	3.0
ART	202	Ceramics	3.0
ART	211	Introduction to Painting	3.0
ARV	110	Computer Graphics I	3.0
ARV	122	3-Dimensional Design I	3.0
ARV	241	Painting II	3.0
ARV	244	Sculpture I	3.0
ARV	280	Visual Arts Exit Portfolio	3.0
Total credit hours			**33.0**

Graphic Design

ARV	121	Design	3.0
ARV	110	Computer Graphics I	3.0
ART	111	Basic Drawing I	3.0
ARV	210	Computer Graphics II	3.0
ARV	114	Photography I	3.0
ART	200	Type Designing	3.0
ARV	261	Advertising Design I	3.0
ARV	217	Computer Imagery	3.0
ARV	227	Web Site Design	3.0
ARV	230	Visual Arts Business Procedures	3.0
ARV	280	Visual Arts Exit Portfolio	3.0
Total credit hours			**33.0**

Web Site Design

ARV	121	Design	3.0
ARV	110	Computer Graphics I	3.0
ART	111	Basic Drawing I	3.0
ARV	227	Web Site Design I	3.0
ARV	114	Photography I	3.0
ARV	210	Computer Graphics II	3.0
ARV	212	Digital Photography (for the web)	3.0
ARV	228	Web Site Design II	3.0
ARV	222	Computer Animation	3.0
ARV	230	Visual Arts Business Procedures	3.0
ARV	280	Visual Arts Exit Portfolio	3.0
Total credit hours			**33.0**

Associate in Science

Associate in Science

Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day, night, weekend, online
Type of Degree:
Associate degree
Total Hours Required for Program:
60 semester hours
Related Areas:
Agriculture, biology, chemistry, dentistry, engineering, forestry, mathematics, medicine and nursing, pharmacy, physics, textiles and veterinary medicine

Communications			**9.0 SHC**
ENG	101	English Composition I	3.0
ENG	102	English Composition II	3.0
SPC	205	Public Speaking	3.0
		or	
SPC	200	Introduction to Speech Communications	
		or	
SPC	208	Intercultural Communications	
		or	
SPC	209	Interpersonal Communication	

Computer **3.0 SHC**
CPT 101 or EGR 130 or EGR 270

Humanities/Social Sciences **12.0 SHC**
Note: If a foreign language is chosen to satisfy a degree program's Humanities requirement, the course must be at the 102 level or higher.
A **minimum** of one humanities course from the following disciplines:
ARA 102
ART 101, 105, 106, 107, 108, 208, 209, 210, 230, 231, 232
ENG 201, 202, 205, 206, 208, 209, 213, 228, 230, 231, 234, 238
FRE 102
GER 102
HIS 101, 102, 104, 105, 106, 107, 108, 109, 115, 122, 201, 202, 220, 228
HSS 295
MUS 105, 110
PHI 101, 105, 110
REL 101, 201
SPA 102
THE 101, 105, 240, 241

A **minimum** of one social science course from the following disciplines:
ANT 101, 202, 203
ECO 210, 211
GEO 101, 102, 201
PSC 201, 205, 206, 215, 220
PSY 201, 203, 208, 212, 225
SOC 101, 205, 215, 225

Mathematics/Sciences **23.0 SHC**
A **minimum** of one math and one lab science course is required
AST 101, 102
BIO 101 or 105, 102, 201, 202, 205/206, 210, 211, 215, 216, 225, 240
CHM 106 or 110, 111, 211, 212
MAT 103, 109 or 110, 111, 120, 122, 130 or 140, 132, 141, 211, 212, 215, 220, 230 or 240, 242
PHS 101, 102
PHY 201 or 221, 202 or 222

Other Transfer Hours Required for Graduation **16.0 SHC**

ACC 101, 102
ANT 101, 202, 203
ARA 101, 102
ART 101, 105, 106, 107, 108, 111, 112 , 200, 202, 203, 204, 207, 208, 209, 210, 211, 230, 231, 232, 267, 268, 281, 289, 290, 291, 292
ARV 110, 114, 121, 122, 205, 210, 212, 214, 215, 217, 222, 227, 228, 230, 241, 244, 261, 262, 280
AST 101, 102
BIO 101 or 105, 102, 201, 202 205/206, 210, 211, 215, 216, 225, 240, 241
BTN 103, 104
CHM 106 or, 110, 111, 211, 212, 213, 227
COL 103, 105
ECE 205, 211, 212, 221, 222
ECO 210, 211
EDU 230
EGR 260, 262, 264, 266, 269, 270, 275
ENG 201, 202, 205, 206, 208, 209, 228, 230, 231, 234, 238
EVT 201
FRE 101, 102, 201, 202
GEO 101, 102, 201
GER 101, 102, 201, 202
HIS 101, 102, 104, 105, 106, 108, 109, 107 115, 122, 201, 202, 220, 228
HUS 204
IDS 210
JOU 101
MAT 103, 109 or 110, 111, 120, 122, 130 or 140, 132, 141, 211, 212, 215, 220, 230 or 240, 242
MUS 101, 102, 103, 104, 105, 110, 111, 112, 113, 114
PHI 101, 105, 110
PHS 101, 102
PHY 201 or 221, 202 or 222
PSC 101, 103, 104, 201, 205, 206, 215, 220
PSY 201, 203, 206, 208, 212, 225
REL 101, 201
SOC 101, 205, 215, 225,
SPA 101, 102, 201, 202
THE 101, 105, 205, 225, 226, 230, 240, 241, 250, 253, 259, 263, 276, 277

Total minimum credit hours: **60.0**

Associate in Science
Biotechnology Transfer Track

Entrance Requirements:
Acceptable ASSET or COMPASS
Type of Program:
Day or night
Type of Degree:
Associate degree
Related Areas:
Biology, chemistry

Required general education courses:

BIO	101	Biological Science I*	4.0
CHM	110	College Chemistry I*	4.0
CHM	111	College Chemistry II*	4.0
CHM	211	Organic Chemistry I*	4.0
ENG	101	English Composition I*	3.0
ENG	102	English Composition II*	3.0
MAT	120	Probability & Statistics*	3.0
SPC	205	Public Speaking*	3.0
		Humanities Elective*/**	3.0
		Social Science Elective*/**	3.0
		Humanities or Social Science Elective*/**	3.0
		Humanities or Social Science Elective*/**	3.0

Required concentration course:

BTN	103	Introduction to Biotechnology and Lab Rotation I	4.0
BTN	104	Biotechnology Lab Rotation II	4.0
BIO	250	Molecular Biology	3.0
BTN	251	Biotechnology Lab Rotation III	2.0
BIO	260	Immunology	3.0
BTN	261	Biotechnology Lab Rotation IV	2.0
BTN	270	SCWE in Biotechnology	4.0
CHM	213	Principles of Biochemistry	3.0
CPT	101	Introduction to Computers	3.0

*General Education course
**See General Education course listing

Recommended Engineering Transfer Tracks

Courses offered within the recommended engineering transfer tracks provide access and transfer to bachelor's degree programs in engineering. Students may choose a program from among five areas — chemical, civil, computer, electrical, or mechanical — that provides a two-year sequence typical of university-level engineering requirements. Students following a recommended engineering transfer track may earn the Associate in Science degree upon completion of 60 credit hours meeting Associate in Science degree requirements. Students completing the recommended engineering transfer track do not earn an additional certificate, diploma or degree.

Students planning to pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for this track is very specific and leaves little opportunity for error in choosing classes. It is very important that students discuss curriculum and transfer requirements with their assigned academic advisor and with a transfer advisor at the four-year institution of their choice. It is most beneficial to the student if these discussions begin as soon as the choice to major in engineering at a four-year institution has been made. Engineering Technology faculty and academic advising staff serving the Engineering Technology Division will be an excellent resource for students considering this academic option.

High school preparation for engineering should include a strong emphasis on mathematics, science and basic English skills. Students not meeting the requirements for entry into MAT 140 and ENG 101 will have preparatory work to complete and may need more than five semesters to finish the engineering transfer course sequence. See Page 229 for more information.

University Transfer Courses

This is a listing of Greenville Tech courses that are designated as University Transfer. (Courses that appear with an asterisk (*) appear on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges.) Credits for these courses do not automatically transfer to a four-year college or university. *Students are responsible for checking with the university or college to which they plan to transfer in order to determine which courses they should complete at Greenville Tech.* Please consult an academic advisor or counselor regarding a plan of study.

Accounting

*	ACC	101	Accounting Principles I
*	ACC	102	Accounting Principles II

College Skills

	COL	103	College Skills
	COL	105	Freshman Seminar

Education

	EDU	230	Schools in Communities

Engineering

	ECE	205	Electrical & Computer Lab I
	ECE	211	Introduction to Computer Engineering I
	ECE	212	Introduction to Computer Engineering II
	ECE	221	Introduction to Electrical Engineering I
	ECE	222	Introduction to Electrical Engineering II
	EGR	260	Engineering Statics
	EGR	262	Engineering Dynamics
	EGR	269	Engineering Disciplines & Skills
	EGR	270	Introduction to Engineering
	EGR	275	Introduction to Engineering/ Computer Graphics

English Communications - Written

*	ENG	101	English Composition I
*	ENG	102	English Composition II

English Communications - Oral

	SPC	200	Introduction to Speech Communication
*	SPC	205	Public Speaking
	SPC	208	Intercultural Communication
	SPC	209	Interpersonal Communication
	SPC	212	Survey of Mass Communication

Humanities

	ARA	101	Elementary Arabic I
	ARA	102	Elementary Arabic II
*	ART	101	Art History and Appreciation
*	ART	105	Film as Art
	ART	106	History of Photography
	ART	107	History of Early Western Art
	ART	108	History of Western Art
	ART	208	Art Since 1945
	ART	209	Nineteenth Century Art
	ART	210	History of Graphic Design
	ART	230	History of Asian Art
	ART	231	History of North European Renaissance Art
	ART	232	History of Italian Renaissance Art
*	ENG	201	American Literature I
*	ENG	202	American Literature II
*	ENG	205	English Literature I
*	ENG	206	English Literature II
*	ENG	208	World Literature I
*	ENG	209	World Literature II
	ENG	213	Short Fiction
	ENG	228	Studies in Film Genre
*	ENG	230	Women in Literature
	ENG	231	Middle Eastern Literature
	ENG	234	Survey in Minority Literature
	ENG	238	Creative Writing
*	FRE	101	Elementary French I+
*	FRE	102	Elementary French II
*	FRE	201	Intermediate French I
*	FRE	202	Intermediate French II
*	GER	101	Elementary German I+
*	GER	102	Elementary German II
	GER	201	Intermediate German I
	GER	202	Intermediate German II
*	HIS	101	Western Civilization to 1689
*	HIS	102	Western Civilization Post 1689
	HIS	104	World History I
	HIS	105	World History II
	HIS	106	Introduction to African History
	HIS	107	Introduction to the Middle East
	HIS	108	Introduction to East Asian Civilization
	HIS	109	Introduction to Latin American Civilization
	HIS	115	African-American History
	HIS	122	History, Technology, and Society
*	HIS	201	American History: Discovery to 1877
*	HIS	202	American History: 1877 to Present
	HIS	220	American Studies I
	HIS	228	History and Meaning of the U.S. Constitution
	HSS	295	Leadership Through the Humanities
	IDS	210	Selected Topics for Honors
	JOU	101	Introduction to Journalism
*	MUS	105	Music Appreciation
	MUS	110	Music Fundamentals
*	PHI	101	Introduction to Philosophy
*	PHI	105	Introduction to Logic
*	PHI	110	Ethics
	REL	101	Introduction to Religion
	REL	201	Religions of the World
*	SPA	101	Elementary Spanish I+
*	SPA	102	Elementary Spanish II
*	SPA	201	Intermediate Spanish I
*	SPA	202	Intermediate Spanish II
*	THE	101	Introduction to Theatre
	THE	105	Fundamentals of Acting
	THE	240	Theatre History I
	THE	241	Theatre History II

Mathematics

	MAT	103	Quantitative Reasoning
	MAT	109	College Algebra with Modeling
*	MAT	110	College Algebra
*	MAT	111	College Trigonometry
*	MAT	120	Probability & Statistics
*	MAT	122	Finite College Mathematics
*	MAT	130	Elementary Calculus
	MAT	132	Discrete Mathematics
*	MAT	140	Analytical Geometry & Calculus I
*	MAT	141	Analytical Geometry & Calculus II
	MAT	211	Math for Elementary Education I
	MAT	212	Math for Elementary Education II
	MAT	215	Geometry
	MAT	220	Advanced Statistics
	MAT	230	Basic Multivariable Calculus
*	MAT	240	Analytical Geometry & Calculus III
*	MAT	242	Differential Equations

Sciences - Biological and Physical

*	AST	101	Solar System Astronomy
*	AST	102	Stellar Astronomy
*	BIO	101	Biological Science I
*	BIO	102	Biological Science II
	BIO	105	Principles of Biology
	BIO	201	Zoology
	BIO	202	Botany
	BIO	203	General Genetics
	BIO	205	Ecology
	BIO	206	Ecology Lab
*	BIO	210	Anatomy & Physiology I
*	BIO	211	Anatomy & Physiology II
	BIO	215	Anatomy
	BIO	216	Physiology
*	BIO	225	Microbiology
	BIO	240	Nutrition
	BIO	241	Clinical Nutrition
	CHM	106	Contemporary Chemistry I
*	CHM	110	College Chemistry I
*	CHM	111	College Chemistry II
*	CHM	211	Organic Chemistry I
*	CHM	212	Organic Chemistry II
	CHM	227	Forensic Science Chemistry
	EVT	201	Environmental Science
	PHS	101	Physical Science I
	PHS	102	Physical Science II
*	PHY	201	Physics I
*	PHY	202	Physics II
*	PHY	221	University Physics I
*	PHY	222	University Physics II

Social Sciences

*	ANT	101	General Anthropology
	ANT	202	Cultural Anthropology
	ANT	203	Physical Anthropology and Archeology
*	ECO	210	Macroeconomics
*	ECO	211	Microeconomics
*	GEO	101	Introduction to Geography
*	GEO	102	World Geography
	GEO	201	Geography of North America
	HUS	204	Introduction to Social Work
	PSC	101	Topics for Model United Nations
	PSC	103	Topics for Model United Nations II
	PSC	104	Topics for Model United Nations III
*	PSC	201	American Government
	PSC	205	Politics & Government
	PSC	206	Politics of the Middle East
*	PSC	215	State & Local Government
	PSC	220	Introduction to International Relations
*	PSY	201	General Psychology
*	PSY	203	Human Growth & Development
	PSY	206	Health Psychology
*	PSY	208	Human Sexuality
*	PSY	212	Abnormal Psychology
	PSY	225	Social Psychology
*	SOC	101	Introduction to Sociology
*	SOC	205	Social Problems
	SOC	215	Ethnicity and Minority Issues
*	SOC	225	Gender Issues

Visual and Performing Arts

ART	111	Basic Drawing I
ART	112	Basic Drawing II
ART	200	Type Designing
ART	202	Ceramics
ART	203	Ceramics II
ART	204	Ceramics III
ART	207	Printmaking
ART	211	Introduction to Painting
ART	281	Gallery and Museum Studies
ART	289	Digital Photography
ART	290	Photojournalism
ART	291	Large Format Photography
ART	292	Foundations for Art Education
ARV	110	Computer Graphics I
ARV	114	Photography I
ARV	121	Design
ARV	122	3-Dimensional Design I
ARV	205	Graphic Illustration
ARV	210	Computer Graphics II
ARV	212	Digital Photography (for the Web)
ARV	214	Photography II
ARV	215	Photography III
ARV	217	Computer Imagery
ARV	222	Computer Animation
ARV	227	Web Site Design I
ARV	228	Web Site Design II
ARV	230	Visual Arts Business Procedures
ARV	241	Painting II
ARV	244	Sculpture I
ARV	261	Advertising Design I
ARV	262	Advertising Design II
ARV	280	Visual Arts Exit Portfolio
THE	205	Intermediate Acting
THE	250	Makeup for Performance
THE	253	Stagecraft
THE	259	Stage Management
THE	263	Fundamentals of Directing
THE	270	Dramatic Writing
THE	276	Script Analysis
THE	277	Contemporary Dramatic Literature

Transfer Policies

Transfer: State Policies and Procedure Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the associate director for instruction of the State Board for Technical and Comprehensive Education. The principle outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the state of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, was formed by the General Assembly and signed by the governor as Act 359 of 1996.

Act 137 directs the commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures shall become effective immediately upon approval by the commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

State Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it shall identify comparable course or course categories for acceptance of general education courses on the statewide list.

Admissions Criteria, Course Grades, GPAs Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
   A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
   B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
   C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
   D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
   E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found on the home institution for the course accepted.
   F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
   G. List of the institution's transfer officer(s) personnel together with telephone and FAX numbers, office address and email address.
   H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
   I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

3. Course work (individual course, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
   A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
   B. Any multi-campus institution or system shall certify by letter to the commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

4. Any course work (individual course, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
   - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours;
   - Business Administration: Established curriculum block of 46-51 semester hours;
   - Engineering: Established curriculum block of 33 semester hours;
   - Science and Mathematics: Established curriculum block of 51-53 semester hours;
   - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work.
   - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

   (For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt the Arts/Social Science/Humanities or the Science Mathematics block. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.

7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total course work found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for course, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the commission's report to the General Assembly on the School-to Work Act (approved by the commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions.

9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

State Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these procedures upon their acceptance by the commission. The staff shall also place this document and the appendices on the commission's home page on the Internet under the title "Transfer Policies."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:
    A. A copy of this entire document.
    B. A copy of the institution's transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
    A. A copy of this entire document.
    B. Provide to the commission staff in format suitable for placing on the commission's website a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum will
    A. Publish these procedures in their entirety (except appendices).
    B. Designate a chief transfer officer at the institution who will
    - provide information and other appropriate support for students considering transfer and recent transfers
    - serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
    - provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
    - work closely with feeder institutions to assure ease in transfer for their students.

    C. Designate other programmatic transfer officer(s) as the size of the institution and the variety of its programs might warrant.
    D. Refer interested parties to the institutional Transfer Guide.
    E. Refer interested parties to the institution's and the Commission on Higher Education's home pages on the Internet for further information regarding transfer.

15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer course accordingly, especially when the student knows the institution and the major to which he/she is transferring.

Development of Common Course System

17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina and the senior institutions.

18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.
    (A common course numbering system and common course titles and descriptions for lower-division course work at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year course work with lower-division course work at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower division course work. It will also help eliminate institutional disagreement over the transferability of much lower-division course work, thus clearing a path for easier movement between the technical colleges and senior institutions.)

Appendices:

Appendix A: Statewide Articulation Agreement: Technical College Course Transferable to Public Senior Institutions (Revised to 86 courses 9/2002)

Appendix B: Statewide Transfer Blocks/Agreements (6)
Chief Transfer and Advising Officer: Mrs. Berta Keene, Advising and Registration Center

Greenville Technical College provides students and other interested persons access to transfer articulation information at the Advising and Registration Center and through an assigned academic advisor. Greenville Tech welcomes visits and telephone calls to the center (McAlister Square, 225 S. Pleasantburg Dr., Suite 410; Telephone: [864] 250-8167). Currently enrolled students are encouraged to obtain transfer articulation information related to their specific transfer plans by meeting regularly with their assigned academic advisors. The Advising and Registration Center staff and academic advisors help students select courses best suited to their planned academic major subject areas and university destinations. Students are responsible for using the services of academic advisors and the Advising and Registration Center to guide their transfer planning.

Transfer information is available on the Internet at the institution's home page: www.gvltec.edu/transfer_information and the Commission on Higher Education's home page: www.che.sc.gov/AcademicAffairs/TRANSFER/transfer.htm.

Developmental Studies

Developmental Preparation

Getting ahead in today's rapidly changing job market takes more than good planning, a positive attitude, and marketable skills. On-the-job success requires a solid educational foundation.

Greenville Tech's Arts and Sciences Division offers developmental (upgrading) courses that provide an excellent starting point for students who score at or above the minimum entrance scores on either ASSET or COMPASS, but below program entrance requirements.

Students enjoy a variety of learning formats including lecture, online, and computer-based classes. Students in the developmental program work in the areas of English, reading, and math to develop the skills essential for college-level work. Students move into curriculum programs by completing developmental course work with a grade of "C" or better.

Classes are held mornings, afternoons, evenings and weekends to maximize scheduling options and enable students to take classes while maintaining a job or other important responsibilities.

English

Two courses comprise the developmental English sequence. Courses focus on standard written English, emphasizing introductory writing skills. Students who plan to enter a program requiring concentrated composition are encouraged to learn and practice word-processing skills.

Reading

Two levels of developmental reading courses are available. Reading courses emphasize vocabulary development and comprehension skills. Students practice following written directions, interpreting graphs and charts, and separating fact from opinion. Course skills also include time management, note/test taking, and listening skills.

Math

Three courses comprise the developmental sequence in math. Students may place into any one of the three courses. Courses are designed to teach and strengthen basic math and algebra skills. The two basic math courses include whole numbers, fractions, decimals, percentages, measurement, signed numbers, workplace applications, and one-step equations. The algebra course includes a review of arithmetic skills, linear equations, and graphing.

English as a Second Language

Ten one-credit courses comprise the ESL sequence. Students are placed in the appropriate classes based on their scores on the ESL-COMPASS placement test, as well as a writing sample.

ESL courses are designed to strengthen knowledge and use of the English language for non-native speakers. Courses are offered in listening and speaking, reading, writing composition, grammar and pronunciation. In addition, there is a class on editing for ESL. Classes are taught using a combination of teaching techniques, including lectures, group assignments and computer-assisted programs. Students who are non-native speakers of English and who wish to pursue a college degree are strongly encouraged to enroll in ESL classes.

Business/Public Service

Twenty years ago, business was far different than it is today. Day-to-day business was conducted without voice mail, e-mail or the Internet. Today's tools allow us to work smarter — processing more information, using time more productively, and traveling to remote locations for meetings or conducting research — all without leaving our desks.

Public service jobs are among the fastest growing in the nation. Our programs are continually updated to meet the needs of the community.

You can take advantage of the opportunities that technology has made available and position yourself to be on the leading edge with an associate degree, diploma or certificate from Greenville Tech. These programs can lead you into the job market, help you move up, or allow you to change direction.

All of these programs take full advantage of the technology revolution, balancing lectures and classroom experience with hands-on training.

With change occurring so rapidly in the workplace, change is a constant consideration in our curriculum. The programs we offer and the courses we teach are evaluated regularly to ensure that our students have the skills employers need now and the capabilities they anticipate needing down the road. The input of current students, employers and graduates who return to update their skills helps ensure that we are providing training for the real world today and tomorrow.

Business/Public Service programs:

- Accounting*
- Administrative Office Technology*
- Computer Technology*
- Cosmetology
- Criminal Justice
- Culinary Arts*
- Early Care and Education
- Fire Service Technology
- Human Services
- Management*
- Marketing*
- Paralegal
- Supply Chain Management*

*Accredited by the Accreditation Council for Business Schools and Programs (ACBSP)

Accounting

Accounting
Associate in Applied Science

Mission Statement
The mission of the accounting program at Greenville Technical College is to provide students with a quality education in accounting within the learning-centered environment of our institution. This education will provide the student with the knowledge and skills required to be employed in the accounting field or to continue his/her education in accounting.

Entrance Requirements:
Acceptable ASSET or COMPASS score.

Type of Program:
Day or evening

Type of Degree:
Associate degree

Employment Opportunities:
Manufacturing firms, small businesses, public accounting firms, service companies, not-for-profit organizations

- This degree prepares students for a career in accounting, using a "how-to" approach, interspersing theory, and concluding with hands-on applications.
- Students must receive a grade of "C" or higher in concentration courses, communications courses and the mathematics course to be eligible for graduation.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- Major courses must be completed within five years or by special permission from the department head.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation. **Note:** Please contact your advisor for recommended evening schedules.

Recommended Program Schedule

First Semester			
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MAT	102	Intermediate Algebra*	3.0
BAF	101	Personal Finance	3.0
Second Semester			
BUS	121	Business Law I	3.0
ACC	245	Accounting Applications	3.0
ACC	102	Accounting Principles II	3.0
SPC	205	Public Speaking *	3.0
ACC	124	Individual Tax Procedures	3.0
Third Semester			
MKT	101	Marketing	3.0
ACC	201	Intermediate Accounting I	3.0
ECO	210	Macroeconomics	3.0
		or	
ECO	211	Microeconomics	3.0
ACC	150	Payroll Accounting	3.0
ACC	224	Business Taxation	3.0
Fourth Semester			
ACC	202	Intermediate Accounting II	3.0
ACC	246	Integrated Accounting Software	3.0
MGT	101	Principles of Management 3.0	
ACC	230	Cost Accounting I	3.0
ACC	275	Selected Topics in Accounting	3.0
		Humanities/Fine Arts Elective*	3.0
Total credit hours			**63.0**

*General Education course.

Small Business Accounting
Certificate in Applied Science

Mission Statement

The mission of the Small Business Accounting Certificate program at Greenville Technical College is to provide students with an introductory knowledge and accounting skills used in the financial recordkeeping of a small business.

Entrance Requirements:

Acceptable ASSET or COMPASS score.

Type of Program:

Day or evening

Type of Degree:

Certificate

Employment Opportunities:

Small businesses, both sales and service companies

- This program provides introductory training in financial recordkeeping for a small business.
- Students must receive a grade of "C" or higher in all courses to be eligible for graduation.
- Courses must be completed within five years or by special permission from the department head.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	165	Professional Communications*	3.0
Second Semester			
ACC	124	Individual Tax Procedures	3.0
ACC	245	Accounting Applications	3.0
Third Semester			
ACC	150	Payroll Accounting	3.0
ACC	246	Integrated Accounting Software	3.0
Total credit hours			**21.0**

*General Education course

Administrative Office Technology

Administrative Office Technology
Associate in Applied Science

Mission Statement

The mission of the Administrative Office Technology program is to prepare students for careers working in a variety of administrative office positions in business, industry and government offices. The goal is to ensure success in today's office environment by providing training in the latest as well as emerging technologies in the workplace. An emphasis on professionalism and interpersonal, oral and written communication skills will enable the graduate to become an effective member of an office team.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Associate degree

Employment Opportunities:

Business and industry, health care organizations and practices, government agencies

- This program prepares students for administrative-level office positions in business, industry, and/or government agencies. Preparation includes training in technologies and soft skills needed in today's dynamic office setting. Skills include keyboarding, MS Office applications, desktop publishing, office procedures and practices, accounting, professional development, and business communication. Upon completion of the program, students will be proficient in a variety of the latest business application software packages, written and oral communication, customer service, Internet research, and office management skills which are needed to be an efficient and effective member of an office team working in the current global workplace environment.
- Requires a minimum grade of "C" in all AOT, ACC, and major elective courses.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
AOT	105	Keyboarding	3.0
AOT	163	Word Processing #	3.0
AOT	251	Administrative Systems & Procedures	3.0
ENG	165	Professional Communications*	3.0
		Math Elective */***	3.0
Second Semester			
AOT	106	Keyboarding Lab I	1.0
AOT	133	Professional Development	3.0
AOT	134	Office Communications	3.0
AOT	260	Office Word Processing Applications	3.0
		AOT Elective†	3.0
Third Semester			
AOT	161	Records Management	3.0
AOT	167	Information Processing Applications	3.0
AOT	234	Administrative Office Communications	3.0
		Social Science Elective */★	3.0
Fourth Semester			
ACC	101	Accounting Principles I	3.0
AOT	261	Office Spreadsheet Applications	3.0
AOT	265	Office Desktop Publishing	3.0
		Speech Elective */**	3.0

Fifth Semester

AOT	143	Office Systems and Procedures	3.0
AOT	254	Office Simulation	3.0
		AOT Elective†	3.0
		Humanities/Fine Arts Elective */★	3.0

Total credit hours **64.0**

* General Education Course

****Speech Elective (choose one)**

SPC	205	Public Speaking	3.0
SPC	208	Intercultural Communication	3.0
SPC	209	Interpersonal Communication	3.0

***Math Elective — any General Education Mathematics course higher than MAT 101
★Humanities & Social Science Electives — See advisor for approved list of courses, as documented with curriculum road maps
†AOT Electives — choose two of the following approved courses: ACC 102, ACC 150, MGT 101, LEG 121, LEG 213, MKT 130, BUS 220, BUS 121
#Prerequisite: AOT 105 is pre- or co-requisite.

Medical Concentration

Recommended Program Schedule

First Semester

AOT	105	Keyboarding	3.0
AOT	163	Word Processing #	3.0
AOT	251	Administrative Systems & Procedures	3.0
ENG	165	Professional Communications*	3.0
		Math Elective */***	3.0

Second Semester

AOT	106	Keyboarding Lab I	1.0
AOT	133	Professional Development	3.0
AOT	134	Office Communications	3.0
AOT	260	Office Word Processing Applications	3.0
AHS	102	Medical Terminology	3.0

Third Semester

AOT	161	Records Management	3.0
AOT	167	Information Processing Applications	3.0
AOT	234	Administrative Office Communications	3.0
		Social Science Elective */★	3.0

Fourth Semester

ACC	101	Accounting Principles I	3.0
AOT	261	Office Spreadsheet Applications	3.0
BIO	110	General Anatomy & Physiology	3.0
		or	
BIO	112	Basic Anatomy & Physiology	4.0
		Speech Elective**	3.0

Fifth Semester

AOT	143	Office Systems and Procedures	3.0
AOT	252	Medical Systems & Procedures	3.0
AOT	254	Office Simulation	3.0
		Humanities/Fine Arts Elective */★	3.0

Total credit hours **64.0/65.0**

* General Education Course:

****Speech Elective (choose one)**

SPC	205	Public Speaking	3.0
SPC	208	Intercultural Communication	3.0
SPC	209	Interpersonal Communication	3.0

***Math Elective — any General Education Mathematics course higher than MAT 101
★Humanities & Social Science Electives — See advisor for approved list of courses, as documented with curriculum road maps
#Prerequisite: AOT 105 is pre- or co-requisite.

Medical Clerical
Certificate in Applied Science

Mission Statement

The mission of the Medical Clerical certificate curriculum is to train students for employment in medical offices working in medical clerical positions or in other business areas. The Medical Clerical program will prepare the student with specialized technical as well as communication and interpersonal skills needed to succeed as an entry-level medical clerical employee.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Doctors' offices, hospital systems, medical organizations, insurance companies, business and industry

- This program develops specialized skills needed to become a general office professional in the medical field or other business offices.
- Requires a minimum grade of "C" in all AOT, AHS, and BIO courses.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Graduates of this certificate are eligible to obtain the Physician Practice Specialist certificate by completing the requirements for that program.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
AOT	105	Keyboarding	3.0
AOT	134	Office Communications	3.0
AOT	163	Word Processing #	3.0
AHS	102	Medical Terminology	3.0
Second Semester			
AOT	106	Keyboarding Lab I	1.0
AOT	133	Professional Development	3.0
AOT	234	Administrative Office Communications	3.0
AOT	260	Office Word Processing Applications	3.0
BIO	110	General Anatomy & Physiology	3.0
		or	
BIO	112	Basic Anatomy & Physiology	4.0
Third Semester			
AOT	143	Office Systems and Procedures	3.0
AOT	161	Records Management	3.0
AOT	252	Medical Systems & Procedures	3.0
AOT	261	Office Spreadsheet Applications	3.0
Total credit hours			**37.0/38.0**

**BIO 210 and 211 can be used as substitutes for BIO 112.
Prerequisites: AOT 105 is a pre- or co-requisite.

Physician Practice Specialist
Certificate in Applied Science

Mission Statement

The purpose of the Physician Practice Specialist certificate program is to provide graduates of the Medical Clerical certificate program with the opportunity for on-the-job training in an internship or work experience in a medical practice or hospital setting.

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus completion of the Medical Clerical certificate program within the last five years

Type of Program:

Day or night

Type of Degree:

Certificate

- This program provides graduates of the Medical Clerical certificate program with training in customer service and basic principles of management. It also provides an opportunity for on-the-job training in a medical facility through the completion of an internship or practical work experience in a medical associate practice.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- A physical exam is required in order to be prepared for the internship course (AOT 270). Students should complete the exam within six months prior to scheduling the internship course as a series of Hepatitis vaccines is required.
- A current SLED background check is required.
- Completion of other training and orientation activities is required by students who intern in a hospital setting.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by successful completion of a higher-level course if available.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester

MGT	101	Principles of Management	3.0
MKT	130	Customer Service Principles	3.0
AOT	167	Information Processing Applications	3.0
AOT	270	SCWE in Administrative Office Technology	3.0
Total credit hours			**12.0**

Computer Technology

Computer Technology
Associate in Applied Science

Mission Statement
The Associate of Applied Science Computer Technology degree program prepares students for entry-level computer technology positions. Emphasis throughout the program's duration is placed on effective computer and communication skills.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day, night or online

Type of Degree:
Associate degree

Employment Opportunities:
Insurance companies, hospitals, manufacturing firms, software development companies, other business and industry

- The Programming concentration trains students to plan, design and develop computer systems and programs using varied programming languages and databases with state-of-the-art equipment.
- The Network Systems Administration concentration provides students with the knowledge and skills to prepare for occupations in the field of desktop support and local area network administration. Students learn how to install, configure and maintain networking hardware including servers, workstations, switches and routers.
- The Information Management & Systems concentration provides a 2+2 opportunity for students to earn a B.A. in Information Management & Systems at USC Upstate in the Department of Informatics.
- The Computer Information Systems concentration provides a 2+2 opportunity for students to earn a B.A. in Computer Information Systems at USC Upstate in the Department of Mathematics and Computer Science.
- Requires a minimum grade of "C" in all CPT and IST courses.
- Transfer credit for CPT 101 will only be allowed if completed within the last five years. Validation of skills by exemption exam (at a cost assessed by the college) is required for credits earned more than five years past.
- To graduate with an associate degree, candidate must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- The Programming and Network Systems Administration concentrations are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Programming Concentration:

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
CPT	113	Information Systems	3.0
IST	227	Internet Operations & Management	3.0
ENG	101	English Composition I*	3.0
		or	
ENG	102	English Composition II*	
		College Transfer-Level Math */**	3.0
Second Semester			
CPT	257	Operating Systems	3.0
CPT	186	Visual Basic.Net I	3.0
IST	237	Intermediate Website Design	3.0
		Social Science Elective*	3.0
IST	272	Relational Database	3.0
		Humanities/Fine Arts Elective*	3.0
Third Semester			
IST	238	Advanced Tools for Website Design	3.0
CPT	286	Visual Basic.Net II	3.0
IST	278	Database Programming	3.0
CPT	264	Systems and Procedures	3.0
SPC	205	Public Speaking*	3.0
IST	239	DHTML and JavaScript	3.0
Fourth Semester			
CPT	236	Introduction to Java Programming	3.0
CPT	239	Active Server Pages	3.0
CPT	238	Internet Scripting	3.0
IST	240	Multimedia for the Web	3.0
CPT	275	Computer Tech Senior Project	3.0
		Social Science Elective*	3.0
Total credit hours			**66.0**

* General Education course
** Three credit hours of college transfer-level math from the following:

MAT	109	College Algebra with Modeling	3.0
MAT	110	College Algebra	3.0
MAT	122	Finite College Mathematics	3.0
MAT	130	Elementary Calculus	3.0
MAT	132	Discrete Mathematics	3.0
MAT	140	Analytical Geometry & Calculus I	3.0

NOTE: Social Science and Humanities/Fine Arts Electives- See advisor for approved list of courses, as documented with curriculum road maps.

Network Systems Administration Concentration:

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
IST	220	Data Communications	3.0
ENG	101	English Composition I*	3.0
	or		
ENG	102	English Composition II*	
Second Semester			
		College Transfer Level Math */**	3.0
CPT	267	Technical Support Concepts	3.0
IST	266	Internet and Firewall Security	3.0
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0
IST	190	Linux Essentials	3.0
Third Semester			
SPC	205	Public Speaking*	3.0
IST	257	LAN Network Server Technologies	3.0
IST	258	LAN Directory Services	3.0
IST	191	Linux System Administration	3.0
		***CPT Elective from approved list	3.0
Fourth Semester			
		Social Science Elective*	3.0
IST	259	Electronic Messaging	3.0
IST	260	Network Design	3.0
		***CPT Elective from approved list	3.0
		Humanities/Fine Arts Elective*	3.0
Total credit hours			**63.0**

* General Education course

**** Three credit hours of college transfer-level math from the following:**

MAT	109	College Algebra with Modeling (preferred)	3.0
MAT	110	College Algebra	3.0
MAT	122	Finite College Mathematics	3.0
MAT	130	Elementary Calculus	3.0
MAT	132	Discrete Mathematics	3.0
MAT	140	Analytical Geometry & Calculus I	4.0

**** Approved list of CPT Electives (choose two)**

CPT	187	Object-Oriented Logic & Design	3.0
CPT	186	Visual Basic.Net I	3.0
CPT	286	Visual Basic.Net II	3.0
CPT	236	Introduction to Java Programming	3.0
IST	272	Relational Database	3.0

NOTE: Social Science and Humanities/Fine Arts Electives- see advisor for approved list of courses, as documented with curriculum road maps.

USC Upstate Transfer — Information Management and Systems Concentration:

A transfer agreement with USC Upstate enables a student to earn a degree from Greenville Tech as part of course work toward a B.A. degree in Information Management and Systems. The degree at USC Upstate is a multidisciplinary degree, integrating an understanding of computer science, information science, telecommunications, discipline-specific data, information administration and an ability to recognize relationships between technical systems and social structures. Completion of the bachelor's degree program will prepare graduates to design, implement, and manage information systems and use information and information technology to solve problems in business, industry, government agencies, and educational institutions.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
		University Transferable Science (1 of 2)#/*	4.0
ENG	101	English Composition I*	3.0
IST	237	Intermediate Website Design 3.0	
MAT	109	College Algebra with Modeling preferred*	3.0
		or	
MAT	110	College Algebra*	
Second Semester			
CPT	257	Operating Systems	3.0
CPT	186	Visual Basic.Net I	3.0
SPC	205	Public Speaking*	3.0
ENG	102	English Composition II*	3.0
		University Transferable Science (2 of 2)#/*	4.0
Third Semester			
SPA	101	Elementary Spanish I*/†	4.0
		or	
FRE	101	Elementary French I*/†	
		or	
GER	101	Elementary German I*/†	
MAT	120	Probability & Statistics*	3.0
IST	220	Data Communications	3.0
ECO	210	Macroeconomics*	3.0
		or	
ECO	211	Microeconomics*	3.0
		or	
GEO	101	Introduction to Geography*	3.0
IST	272	Relational Database	3.0
Fourth Semester			
SPA	102	Elementary Spanish II*	4.0
		or	
FRE	102	Elementary French II*	
		or	
GER	102	Elementary German II*	
CPT	209	Computer Systems Management	3.0
PSY	201	General Psychology*	3.0
		or	
SOC	101	Introduction to Sociology*	
HIS	104	World History I*	3.0
		or	
HIS	105	World History II*	3.0
		or	
HIS	201	American History: Discovery to 1877*	3.0
		or	
HIS	202	American History: 1877 to Present*	3.0
CPT	264	Systems and Procedures	3.0
Total credit hours			**64.0**

*General Education course
#Choose one science course from Astronomy, Biology, Chemistry or Physics. Course must be transferable to a four-year college or university. †Will not transfer to USC Upstate as part of this transfer agreement.

USC Upstate Transfer — Computer Information Systems Concentration:

A transfer agreement with the USC Upstate enables a student to earn a degree from Greenville Tech as part of course work toward a B.A. degree in Computer Information Systems. The program with USC Upstate and Greenville Tech provides rigorous instruction in not only computer programming, but also in many important areas such as systems analysis and design, web technologies, database, networking, and information security. With a strong core of supporting courses in business administration, graduates are well prepared to work in a variety of environments. Students with interest in computer and information technology related areas should consider this degree. The degree also offers an opportunity for adults already working in the computer technology field to update skills, continue their education and expand career opportunities.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers^	3.0
BIO	101	Biological Sciences I*	4.0
		or	
CHM	110	College Chemistry I*	4.0
ENG	101	English Composition I*	3.0
IST	237	Intermediate Website Design^	3.0
MAT	110	College Algebra*	3.0
Second Semester			
MAT	111	College Trigonometry*	3.0
CPT	257	Operating Systems+	3.0
ENG	102	English Composition II*	3.0
IST	272	Relational Database+	3.0
CPT	186	Visual Basic.Net I+	3.0
Third Semester			
IST	220	Data Communications+	3.0
SPC	205	Public Speaking*	3.0
ECO	210	Macroeconomics*	3.0
		or	
ECO	211	Microeconomics*	3.0
IST	278	Database Programming^	3.0
CPT	286	Visual Basic.Net II	3.0
Fourth Semester			
CPT	236	Introduction to JAVA	3.0
HIS	104	World History I*	3.0
		or	
HIS	105	World History II*	3.0
		or	
HIS	201	American History: Discovery to 1877*	3.0
		or	
HIS	202	American History: 1877 to Present*	3.0
SPA	101	Elementary Spanish I*/†	4.0
		or	
FRE	101	Elementary French I*/†	
		or	
GER	101	Elementary German I*/†	
ART	101	Art History & Appreciation*	3.0
		or	
MUS	105	Music Appreciation*	
		or	
THE	101	Introduction to Theatre*	
CPT	264	Systems and Procedures^	3.0
Total credit hours			**62.0**

*General Education course
^Transfers as an elective
+Transfers as Computer Technology classes from technical schools/community colleges
†Will not transfer to USC Upstate as part of this transfer agreement

Cisco Routing/Network Configuration
Certificate in Applied Science

Mission Statement

The mission of the Cisco Routing/Network Configuration Certificate program at Greenville Technical College is to provide students with relevant knowledge and skills required to become Cisco network administrators. The curriculum offers a web-based curriculum that incorporates intensive hands-on labs and performance based testing and assessment.

Entrance Requirements:

Acceptable ASSET or COMPASS, plus department head approval based upon documentation of at least two years of network work experience. (High school students who have successfully completed courses at a Cisco local academy may also be eligible.)

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Information technology, insurance, manufacturing, retail and service companies that rely on network connectivity to produce products or provide services

- This program provides students with the knowledge and skills to prepare for occupations in the field of local and wide area networks. Students learn network connectivity concepts, standards and protocols used to connect network devices. In addition, students learn how to use Cisco IOS software in a lab environment and how to install networking hardware and software in routers, switches and other network equipment.
- This program uses state-of-the-art Cisco networking equipment.
- To complete this certificate, students must obtain a minimum grade of "C" in all courses.
- As a Cisco Network Academy, all course materials, including tests, are developed and maintained by Cisco.
- A competency test may be required to waive prerequisite CPT courses where equivalent transfer credits or documented work experience do not exist.
- Credit earned in this program may be applied to other curricula in Computer Technology.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
IST	201	Cisco Internetworking Concepts	3.0
IST	202	Cisco Router Configuration	3.0
Second Semester			
IST	203	Adv. Cisco Router Configuration	3.0
IST	204	Cisco Troubleshooting	3.0
Total credit hours			**12.0**

Linux Administration
Certificate in Applied Science

Mission Statement

The mission of the Linux Administration Certificate program at Greenville Technical College is to provide students with relevant and proven knowledge and skills required to become Red Hat Linux system administrators. The curriculum offers web-deployed curriculum that includes hands-on labs and performance based testing and assessment.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day, night, or online

Type of Degree:

Certificate

- The Red Hat Academy offers 100% web-delivered Linux curriculum, with hands-on assignments and performance-based assessments. Linux is one of the fastest growing areas of the IT workforce. The Red Hat Academy is offered worldwide, however, Greenville Technical College has the only curriculum program in the state of South Carolina.
- This program is designed to provide the most practical and relevant Red Hat Linux skill sets. This certificate is intended to prepare the student to take the Red Hat Certified Technician (RHCT) and Red Hat Certified Engineer (RHCE) exams.

Recommended Program Schedule

First Semester			
CPT	257	Operating Systems	3.0
CPT	209	Computer Systems Management	3.0
Second Semester			
IST	190	Linux Essentials	3.0
IST	191	Linux System Administration	3.0
Third Semester			
IST	192	Linux Network Applications	3.0
IST	193	Linux Security Administration	3.0
Total credit hours			**18.0**

Microsoft Network Technician
Certificate in Applied Science

Mission Statement

The mission of the Microsoft Network Technician Certificate program at Greenville Technical College is to provide students with the skills required to successfully implement, manage and troubleshoot Microsoft Desktop and Server operating systems.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day, night or online

Type of Degree:

Certificate

- The program is designed to provide students with technical abilities in the areas of network administration and support. Students will become knowledgeable of the various network media types, topologies, protocols and standards. Courses will provide students with entry-level skills necessary to help manage and troubleshoot system environments that are running on the Microsoft Windows network operating system.
- The courses in this program will prepare students for the CompTIA A+ and Network + certification exams as well as several Microsoft certification exams including the Microsoft Certified Systems Administrator (MSCA) and Microsoft Certified Desktop Support Technician (MCDST) exams.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
CPT	209	Computer Systems Management	3.0
CPT	257	Operating Systems	3.0
IST	220	Data Communications	3.0
Second Semester			
IST	257	LAN Network Server Technologies	3.0
IST	258	LAN Directory Services	3.0
CPT	267	Technical Support Concepts	3.0
Third Semester			
IST	259	Electronic Messaging	3.0
IST	266	Internet and Firewall Security	3.0
Total credit hours			**24.0**

Visual Basic Developer
Certificate in Applied Science

Mission Statement

The Certificate of Applied Science - Visual Basic Developer program teaches students with a programming background how to program with Visual Basic and SQL Server. Emphasis throughout the program is placed on the development of Visual Basic and SQL Server programming skills.

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus completion of a computer programming degree program or currently employed in the programming field with two years of documented programming work experience.

Type of Program:

Day, night or online

Type of Degree:

Certificate

- This certificate program is intended to meet the professional development needs of current computer programmers by providing training in Microsoft's most recent Visual Basic software development environment and SQL Server relational database.
- This program requires a minimum grade of "C" in all courses.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester

CPT	186	Visual Basic.Net I	3.0
IST	272	Relational Database	3.0

Second Semester

CPT	286	Visual Basic.Net II	3.0
IST	278	Database Programming	3.0
CPT	239	Active Server Pages	3.0

Total credit hours	**15.0**

Cosmetology

Cosmetology
Diploma in Applied Science

Mission Statement:
This program will provide entry-level training in the field of Cosmetology and is designed to provide the knowledge and skills for the graduate to pass the South Carolina State Board of Cosmetology examination.

Entrance Requirements:
High school diploma or GED. Acceptable reading, writing, and numerical scores on ASSET or COMPASS tests or appropriate scores on SAT or ACT within past three years.

Type of Program:
Day

Type of Degree:
Diploma

Employment Opportunities:
Salon stylist; editorial or session stylist; educator; stylist for film, TV, or theater; product development; retail; management

- All courses must be passed with a grade of "C" or better to sit for the South Carolina State Board of Cosmetology.
- You must pass the South Carolina State Board of Cosmetology exam to work as a cosmetologist.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester (day program)			
COS	201	Salon Management	3.0
ENG	165	Professional Communications	3.0
MAT	155	Contemporary Math	3.0
PSY	103	Human Relations	3.0

NOTE: These courses are prerequisites to all other COS courses and must successfully be completed before taking any other COS course.

Second Semester			
COS	101	Fundamentals of Cosmetology	3.0
COS	114	Hair Shaping	4.0
COS	116	Hair Styling	4.0
COS	206	Chemical Hair Waving	3.0
COS	210	Hair Coloring	3.0

Third Semester			
COS	112	Shampoo & Rinses	4.0
COS	154	Structures & Functions of Human Systems	4.0
COS	220	Clinical Practice I	3.0

Fourth Semester			
COS	106	Facials and Makeup	3.0
COS	108	Nail Care	3.0
COS	222	Clinical Practice II	3.0
COS	232	Cosmetology State Board Preparation	3.0

Total credit hours	**52.0**

Esthetics
Certificate in Applied Science

Mission Statement

The purpose of the Esthetics program is to prepare the student to pass the State Cosmetology Board Licensure Exam in skin care and be employable in an entry-level position.

Entrance Requirements:

Acceptable ASSET or COMPASS score, high school diploma or GED

Type of Program:

Day

Type of Degree:

Certificate

Employment opportunities

Spa, beauty salon, dermatologist office

- You must pass the South Carolina State Board of Cosmetology to work as an esthetician.
- All courses must be completed with a grade of "C" or better to sit for the South Carolina State Board of Cosmetology.
- Program may be entered during Fall or Summer semester.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
COS	151	Dermatology	3.0
COS	152	Hygiene and Sanitation	2.0
COS	153	Structure and Function of Human Systems	3.0
COS	221	Facial Practice I	2.0
Second Semester - Spring			
COS	156	Fundamentals of Massage	2.0
COS	164	Basic Makeup and Application	3.0
COS	165	Business Practice	3.0
COS	223	Facial Practice II	2.0
Total credit hours			**20.0**

Nail Technology
Certificate in Applied Science

Mission Statement
This program will prepare students to pass the State Cosmetology Board Licensure Exam in nail care and be employable in an entry-level position.

Entrance Requirements:
Acceptable ASSET or COMPASS score; proof of completion of 12th grade education

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Spa, beauty salon, nail salon

- All courses must be completed with a grade of "C" or better to sit for the South Carolina State Board of Cosmetology
- You must pass the South Carolina State Board of Cosmetology to work as a nail technician.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

COS	131	Bacteria and Other Infectious Agents	2.0
COS	132	Science of Nail Technology	2.0
COS	133	Basic Procedures	3.0
COS	135	The Business of Nail Technology	2.0
COS	136	Fundamentals of Artificial Nail Application	4.0
COS	137	Fundamentals of Nail Art	1.0
COS	224	Nail Practice I	4.0
Total credit hours			**18.0**

Criminal Justice

Criminal Justice Technology
Associate in Applied Science

Mission Statement
This program will prepare students for entry level positions within the criminal justice field and prepare them for further educational pursuits by providing a comprehensive experienced-based educational program.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day, Night and Online (limited)

Type of Degree:
Associate degree

Employment Opportunities:
Law enforcement agencies, corrections, detention centers, private investigation, corporate and industrial security, rehabilitation and juvenile justice agencies

- This program is both theoretical and practical and pertains to all areas of the criminal justice profession.
- The Criminal Justice Technology program is designed to provide students with a strong academic foundation in the Criminal Justice System for entry-level positions in a variety of career fields. Those who wish to pursue four-year degrees in Criminal Justice can acquire the necessary prerequisites. These students may take a higher concentration of general education courses.
- All criminal justice courses must be completed with a "C" or better in order to count toward graduation, even if the course is not a prerequisite for another.
- Transfer agreements with local universities make it possible to obtain an associate degree from Greenville Tech as part of work toward a bachelor's degree from an articulating college or university. Contact the Criminal Justice department head for a current list of articulation agreements.
- To graduate with an associate degree, candidates must meet the computer competency requirement by either taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
CRJ	101	Introduction to Criminal Justice	3.0
CRJ	125	Criminology	3.0
CRJ	202	Criminalistics	3.0

Second Semester - Spring

SPC	205	Public Speaking*	3.0
MAT	109	College Algebra with Modeling*	3.0
		or	
MAT	110	College Algebra*	
		or	
MAT	120	Probability and Statistics* (recommended for transferring students)	
		or	
MAT	155	Contemporary Mathematics*	
CRJ	115	Criminal Law	3.0
CRJ	210	The Juvenile and the Law	3.0
CRJ	230	Criminal Investigation I	3.0

Third Semester - Fall

BIO	105	Principles of Biology	4.0
		or	
		College transferable science (with lab)	
SOC	101	Introduction to Sociology*	3.0
CRJ	236	Criminal Evidence	3.0
CRJ	224	Police Community Relations	3.0
CRJ	238	Industrial and Retail Security	3.0

Fourth Semester - Spring

		Transferrable Humanities *	3.0
		Elective (choose from list below)***	3.0
		Elective (choose from list below)***	3.0
		Elective (choose from list below)***	3.0
CRJ	242	Correctional Systems	3.0

Total credit hours **61.0**

*General Education course
***Some classes are not offered every semester.

Electives:

CRJ	201	Fingerprint Science	3.0
CRJ	203	Forensic Photography	3.0
CRJ	235	Practical Crime Scene Investigations	3.0
CRJ	237	Defensive Tactics for Law Enforcement	3.0
CRJ	244	Probation, Pardon & Parole	3.0
		Transferrable Humanities Electives (department head approval)	
		Transferrable Social Science Electives (department head approval)	

Culinary Arts

Culinary Arts Technology
Associate in Applied Science

Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day

Type of Degree:

Associate degree

Employment Opportunities:

Restaurants, hotels, cruise lines, resorts, clubs, and institutional settings

Students entering the Culinary Arts Technology Associate in Applied Science Degree program can choose one of two options: Culinary Arts or a Baking and Pastry Arts concentration. Certificates are available as well so students also have the option to complete a certificate in one of these specialty areas.

The Culinary Arts degree trains students in basic skills, methods and techniques in all aspects of food preparation. This program is designed to provide students the skills that will enable them to obtain a position in the food production industry to include a la carte, catering, buffet preparation and display of foods. This concentration teaches the art of preparing food and enables graduates to advance into executive roles in the industry. Focus is also concentrated in areas of food and beverage management, purchasing, sanitation, marketing cost control, law, and nutrition.

The Baking and Pastry Arts Concentration trains students in basic cooking methods and techniques with a stronger concentration of baking and pastry. Students develop skills in baking breads, cakes, cookies, pies, and tarts, as well as the art of presentation. This concentration teaches students sugar work, chocolate work, and enables graduates the opportunity to excel in industry as bakers, decorators, and pastry chefs. Focus is also concentrated in areas of food and beverage management, purchasing, sanitation, marketing cost control, law, and nutrition.

- Graduates of the Culinary Arts Technology Associate in Applied Science Degree may continue their education toward a Bachelor of Science in Hotel, Restaurant and Tourism degree offered by the School of Hotel, Restaurant and Tourism Management at the University of South Carolina. A total of 76 hours may be transferred. Students interested in transferring should discuss this plan with their advisor or department head.
- Accredited by the American Culinary Federation (ACF). Graduates are eligible for the Certified Culinarian designation, which can lead to sous chef, lead line chef, lead line supervisor or executive chef positions.
- A grade of "C" or higher in all courses is required.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
		College Level Math Elective*	3.0
		or	
		Biological/Physical Science Elective*	
HOS	101	Principles of Food Production I	3.0
CPT	101	Introduction to Computers	3.0
HOS	140	The Hospitality Industry	3.0
HOS	155	Hospitality Sanitation	3.0
Second Semester			
HOS	102	Principles of Food Production II	3.0
HOS	120	Bakeshop Production	3.0
ENG	101	English Composition I*	3.0
		or	
ENG	165	Professional Communications	
HOS	103	Nutrition (or BIO 240)	3.0
		Humanities/Fine Arts Elective*	3.0
Third Semester			
HOS	225	Buffet Organization (summer only)	4.0
HOS	160	Purchasing for Hospitality	3.0
		Social Science Elective*	3.0
		HOS Elective **	3.0
Fourth Semester			
HOS	159	Hospitality Accounting Applications	3.0
		or	
ACC	101	Accounting Principles 1	3.0
HOS	145	Dining Room Operations	3.0
HOS	235	Menu Planning	3.0
SPC	205	Public Speaking*	3.0
		HOS Elective**	3.0
Fifth Semester			
HOS	256	Hospitality Management Concepts	3.0
		or	
MGT	101	Principles of Management	
		or	
MGT	150	Fundamentals of Supervision	
HOS	265	Hotel, Restaurant, and Travel Law	3.0
HOS	108	Food Production Techniques	3.0
HOS	245	Hospitality Marketing	3.0
		or	
MKT	101	Marketing	
		or	
MKT	130	Customer Service Principles	3.0
Total credit hours			**70.0**

* General Education course

****Choose two of the following:**

HOS	110	Food Production Management	3.0
HOS	130	Professional Etiquette and Manners	3.0
HOS	264	Food and Beverage Pairing	3.0

Baking and Pastry Arts Concentration

Recommended Program Schedule

First Semester			
		College Level Math Elective*	3.0
		or	
		Biological/Physical Science Elective*	
HOS	101	Principles of Food Production I	3.0
CPT	101	Introduction to Computers	3.0
HOS	140	The Hospitality Industry	3.0
HOS	155	Hospitality Sanitation	3.0
Second Semester			
HOS	102	Principles of Food Production II	3.0
HOS	120	Bakeshop Production	3.0
ENG	101	English Composition I*	3.0
		or	
ENG	165	Professional Communications*	
HOS	103	Nutrition (or BIO 240)	3.0
		Humanities/Fine Arts Elective	3.0
Third Semester			
HOS	220	Advanced Bakeshop	3.0
HOS	130	Professional Etiquette and Manners	3.0
HOS	160	Purchasing for Hospitality	3.0
		Social Science Elective*	3.0
Fourth Semester			
HOS	159	Hospitality Accounting Applications	3.0
HOS	121	Cake Decorating and Finishing Techniques	3.0
HOS	182	Artisan Breads	3.0
HOS	235	Menu Planning	3.0
SPC	205	Public Speaking*	3.0
Fifth Semester			
HOS	256	Hospitality Management Concepts	3.0
		or	
MGT	101	Principles of Management	
		or	
MGT	150	Fundamentals of Supervision	
HOS	265	Hotel, Restaurant, and Travel Law	3.0
HOS	183	Plated Desserts	3.0
HOS	245	Hospitality Marketing	3.0
		or	
MKT	101	Marketing	3.0
		or	
MKT	130	Customer Service Principles	
Total credit hours			**69.0**

* Refer to General Education Classes

Baking and Pastry Arts
Certificate in Applied Science

Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day

Type of Degree:

Certificate

Employment Opportunities:

Restaurants, catering businesses, self-employment, private clubs, hotels, and bakeries

- This program provides students with a certificate dedicated to the skills required for employment within a confectionary setting, including restaurants, hotels, clubs and retail bakeries.
- Credits earned in this program may be applied to other curricula offered by the department to include Culinary Arts Technology.
- A grade of "C" or higher in all courses is required.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
HOS	155	Hospitality Sanitation	3.0
HOS	120	Bakeshop Production	3.0
CPT	101	Introduction to Computers	3.0
Second Semester			
HOS	121	Cake Decorating and Finishing Techniques	3.0
HOS	159	Hospitality Accounting Applications	3.0
HOS	245	Hospitality Marketing	3.0
HOS	182	Artisan Breads	3.0
Third Semester			
HOS	220	Advanced Bakeshop	3.0
HOS	256	Hospitality Management Concepts	3.0
HOS	183	Plated Desserts	3.0
Total credit hours:			**30.0**

Culinary Education
Certificate in Applied Science

Mission Statement

The Culinary Institute of the Carolinas at Greenville Technical College is dedicated to providing the region's best professional culinary education. Excellence, leadership, professionalism, ethics, and respect for diversity are the core values that guide our efforts. We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day

Type of Degree:

Certificate

Employment Opportunities:

Restaurants, hospital systems, school systems, hotels, motels, private clubs, and caterers

- This program prepares kitchen staff for certification with the American Culinary Federation. This certificate will prepare students with the essential requirements for advanced production classes in the Culinary Arts Technology associate degree program.
- A grade of "C" or higher in all courses is required.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
HOS	101	Principles of Food Production I	3.0
HOS	155	Hospitality Sanitation	3.0
CPT	101	Introduction to Computers	3.0
Second Semester			
HOS	102	Principles of Food Production II	3.0
HOS	256	Hospitality Management Concepts	3.0
Third Semester			
BIO	240	Nutrition	3.0
		or	
HOS	103	Nutrition	
HOS	225	Buffet Organization (summer only)	4.0
Fourth Semester			
HOS	108	Food Production Techniques	3.0
HOS	120	Bakeshop Production	3.0
Total credit hours			**28.0**

Early Care and Education

Early Care and Education
Associate in Applied Science

Mission Statement
This program gives students an understanding of the needs of young children and trains them to implement quality pre-school programming. An introduction to administration of programs for young children is also included.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day, night, and limited online

Type of Degree:
Associate degree

Employment Opportunities:
Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, public school teacher assistant, self-employment.

- Prior to acceptance, students must meet the specific program requirements outlined in admissions requirements.
- Within the first semester, students must have
  - ❏ Documentation of a criminal records check in compliance with S.C.Code Section 20-7-2725.
  - ❏ Documentation of a physical exam and freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- The associate degree alone does not grant teacher licensure or teacher certification. Students may transfer to Clemson University for a bachelor's degree in early childhood education which does lead to teacher licensure and certification. See department head for more information.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall

ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth & Development I**	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics*	3.0

Second Semester - Spring

ECD	109	Administration and Supervision	3.0
ECD	132	Creative Experiences**	3.0
ECD	203	Growth & Development II**	3.0
CPT	101	Introduction to Computers	3.0

Third Semester - Summer

ECD	135	Health, Safety & Nutrition	3.0
SPC	205	Public Speaking*	3.0
PSY	201	General Psychology *	3.0

Fourth Semester - Fall

ECD	105	Guidance - Classroom Management	3.0
ECD	107	Exceptional Children	3.0
ECD	133	Science & Math Concepts**	3.0
ECD	252	Diversity Issues in Early Care & Education	3.0

Fifth Semester - Spring

ECD	108	Family & Community Relations	3.0
ECD	200	Curriculum Issues in Infant & Toddler Development**	3.0
ECD	131	Language Arts**	3.0
ECD	237	Methods and Materials	3.0

Sixth Semester - Summer

ECD	201	Principles of Ethics and Leadership	3.0
ECD	243	Supervised Field Experience I**	3.0
		Humanities Requirement*	3.0
Total credit hours			**66.0**

*General Education course
**Indicates course with required lab hours in the Greenville Technical College Child Development Center

Child Care Management
Certificate in Applied Science

Mission Statement

This program gives students a basic understanding of the needs of young children and the basic skills needed to manage a child care center. An introduction to administration of program for young children is also included.

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:

Day, night, and limited online

Type of Degree:

Certificate

Employment Opportunities:

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment.

- Prior to acceptance, students must meet the specific program requirements outlined in admissions requirements.
- Within the first semester, students must have
  - ❏ Documentation of a criminal records check in compliance with S.C. Code Section 20-7-2725
  - ❏ Documentation of a physical exam and freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
ECD	101	Introduction to Early Childhood	3.0
ECD	105	Guidance - Classroom Management	3.0
ECD	107	Exceptional Children	3.0
ECD	201	Principles of Ethics & Leadership in Early Care and Education	3.0
Second Semester - Spring			
ECD	108	Family & Community Relations	3.0
ECD	109	Administration & Supervision	3.0
ECD	132	Creative Experiences**	3.0
ECD	135	Health, Safety, & Nutrition	3.0
Third Semester - Summer			
MGT	120	Small Business Management	3.0
PSY	103	Human Relations*	3.0
Total credit hours			**30.0**

*General Education course

**Indicates course with required lab hours in the Greenville Technical College Child Development Center

Early Childhood Development
Certificate in Applied Science

Mission Statement

This program gives students a basic understanding of the needs of young children and trains them to implement quality pre-school programming.

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:

Day, night, and limited online

Type of Degree:

Certificate

Employment Opportunities:

Child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, self-employment.

- Prior to acceptance, students must meet the specific program requirements outlined in admissions requirements.
- Within the first semester, students must have
  - ❏ Documentation of a criminal records check in compliance with S.C. Code Section 20-7-2725.
  - ❏ Documentation of a physical exam and freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall

ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth & Development I**	3.0
ECD	105	Guidance - Classroom Management	3.0
ECD	107	Exceptional Children	3.0
ECD	133	Science & Math Concepts**	3.0

Second Semester - Spring

ECD	131	Language Arts**	3.0
ECD	132	Creative Experiences**	3.0
ECD	203	Growth & Development II**	3.0
ECD	135	Health, Safety, & Nutrition	3.0

Total credit hours **27.0**

*General Education course

**Indicates course with required lab hours in the Greenville Technical College Child Development Center

Early Childhood Special Education
Certificate in Applied Science

Mission Statement
This program will prepare early childhood educators to work with preschool children who are not developing in a typical manner in one or more than one domain of development.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day, night, and limited online

Type of Degree:
Certificate

Employment Opportunities:
Centers for children with special needs, child care centers, preschools, Head Start and Early Head Start programs, child development centers.

- Prior to acceptance, students must meet the specific program requirements outlined in admissions requirements.
- Within the first semester, students must have
  - ❏ Documentation of a criminal records check in compliance with the S.C. Code Section 20-7-2725.
  - ❏ Documentation of a physical exam and freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
ECD	101	Introduction to Early Childhood	3.0
ECD	107	Exceptional Children	3.0
ECD	135	Health, Safety & Nutrition	3.0
Second Semester - Spring			
ECD	108	Family and Community Relations	3.0
ECD	259	Behavior Management for Special Needs	
ECD	260	Methods of Teaching Special Needs Students	3.0
Third Semester - Summer			
ECD	210	Early Childhood Intervention	3.0
ECD	254	Facilitation and Environmental Management for Early Childhood Special Education	3.0
ECD	257	Supervised Field Experience in Early Childhood Special Education**	3.0
Total credit hours			**27.0**

**Indicates course with required lab hours in a designated program

Infant/Toddler
Certificate in Applied Science

Mission Statement

This program gives students a basic understanding of the needs of infants and toddlers in group care and trains them to implement quality infant/toddler programming.

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:

Day and night

Type of Degree:

Certificate

Employment Opportunities:

Child care centers, preschools, Early Head Start programs, child development centers, programs for children with special needs.

- Prior to acceptance, students must meet the specific program requirements outlined in admissions requirements.
- Within the first semester students must have
  - ❏ Documentation of a criminal records check in compliance with S.C.Code Section 20-7-2725
  - ❏ Documentation of a physical exam and freedom from TB, signed by health care provider.
- A minimum grade of "C" is required for all ECD courses in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
ECD	101	Introduction to Early Childhood	3.0
ECD	102	Growth & Development I**	3.0
Second Semester - Spring			
ECD	200	Curriculum Issues in Infant and Toddler Development**	3.0
ECD	205	Socialization and Group Care of Infants and Toddlers	3.0
Third Semester - Summer			
ECD	251	Supervised Field Experiences in Infant/Toddler Environment**	3.0
ECD	207	Inclusive Care	3.0
Total credit hours			**18.0**

**Indicates course with required lab hours in the Greenville Technical College Child Development Center

General Technology

General Technology
Associate in Applied Science

Students work with their advisors to develop a specific contract for the courses they will take under the General Technology Associate in Applied Science degree.

General Education Courses Required **15 SHC**
- Written communications course
- Oral communications course
- Mathematics/Natural Sciences course
- Social/Behavioral Science course
- Humanities/Fine Arts course

Major Courses Required **40 SHC**
- The required core consists of a primary and a secondary technical specialty.
- Primary Technical Specialty* — minimum of 28 semester hours credit in a single content area from an approved degree, diploma, or certificate program at the college.
- Secondary Technical Specialty* — minimum of 12 semester hours credit in another technical area.

Additional Hours Required **5-29 SHC****
- Students will work with a program advisor to choose electives that meet industry needs and the requirements of the students' major.
- To graduate with an associate degree, candidates must meet the computer competency requirements by taking CPT 101.

* Technical specialties shall be chosen by students with guidance from their faculty advisor. Students adapt their program to employment objectives and compatible interests.
** 60 credit hours are required to earn the General Technology Associate in Applied Science degree.
Students' contracted programs must be approved by the department head of the primary technical specialty.

Human Services

Human Services
Associate in Applied Science

Mission Statement
The mission of the Human Services Department is to provide students with course work, skills, and practical experience that prepare graduates for entry-level generalist human service positions and/or for continued study at the baccalaureate level.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day, limited online

Type of Degree:
Associate degree

Employment Opportunities:
Public, non-profit and private health and human service agencies

- This program prepares graduates for entry into any one of many helping professions. It is designed to provide the necessary theoretical and practical skills to enable graduates to provide basic human service care. This program is of interest to those who wish to provide direct (non-medical) care and to those who are interested in counseling, social work, psychology, or public agency administration.
- Agreements in place with local universities make it possible to get an associate degree from Greenville Tech as part of work toward a bachelor's degree from an articulating school. Currently, transfer agreements are in place with USC Upstate, USC Beaufort, Lander University, South Carolina State University, Limestone College, Webster University, Anderson University, and Southern Wesleyan University.
- Majors for bachelor's degrees from articulating schools include human services, psychology, psychology with a counseling emphasis, social work, and interdisciplinary studies.
- Training certificates in special content areas include
  - ❏ mental health
  - ❏ gerontology
  - ❏ substance abuse treatment.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.
- Technical standards apply to all courses.
- All Human Services courses must be completed with a "C" or better in order to count toward graduation.
- Background check is required prior to registration for HUS 150.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

Fall Semester

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
HUS	101	Introduction to Human Services*	3.0
MAT	102	Intermediate Algebra*(or higher)	3.0
PSY	201	General Psychology*	3.0

Spring Semester

ENG	102	English Composition II*	3.0
HUS	209	Case Management	3.0
HUS	231	Counseling Techniques	3.0
SOC	101	Introduction to Sociology	3.0
SPC	205	Public Speaking*	3.0
		or	
SPC	209	Interpersonal Communication*	
		or	
SPC	200	Introduction to Speech Communication*	
		Human Services Elective	3.0

Summer Term

BIO	101	Biological Science I*	4.0
		or any 4 credit lab science	
HUS	204	Introduction to Social Work	3.0
HUS	237	Crisis Intervention	3.0
		Humanities Elective*	3.0
		Human Services Elective	3.0

Fall Semester

HUS	150	Supervised Field Placement I	3.0
HUS	241	The Counseling Relationship	3.0
PSY	203	Human Growth and Development*	3.0
		Social Science Elective*	3.0
		Human Services Elective	3.0

Total credit hours **64.0**

*General Education course

Electives:

Three electives must be selected in consultation with a Human Services advisor from the following list.

HUS	205	Gerontology	3.0
HUS	206	Death and Dying	3.0
HUS	208	Alcohol and Drug Abuse	3.0
HUS	216	Behavior Change Techniques	3.0
HUS	217	Addictions Counseling	3.0
HUS	220	Diversity Issues in Human Service Practice	3.0
HUS	251	Supervised Field Placement II	4.0
HUS	260	Human Services Special Topics	3.0
IDS	206	Special Topics in International Studies	1.0
PSY		Any PSY course 200 level or above	3.0
SOC		Any transferrable Sociology course	3.0
MKT	123	Event Planning and Promotion	3.0

Gerontology
Certificate in Applied Science

Mission Statement
The mission of the Human Services Department is to provide students with coursework, skills, and practical experiences that prepare graduates for entry-level generalist human service positions and/or for continued study at the baccalaureate level.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day, limited night, limited online

Type of Degree:
Certificate

Employment Opportunities:
Agencies and institutions providing residential, social or other services for older adults

- Technical standards apply to all courses.
- All Human Services courses must be completed with a "C" or better in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

Fall Semester			
ENG	101	English Composition I*	3.0
HUS	101	Introduction to Human Services	3.0
PSY	201	General Psychology*	3.0
HUS	205	Gerontology	3.0
Spring Semester			
HUS	206	Death and Dying	3.0
HUS	209	Case Management	3.0
HUS	231	Counseling Techniques	3.0
Summer Term			
HUS	150	Supervised Field Placement I	3.0
HUS	216	Behavior Change Techniques	3.0
SPC	200	Introduction to Speech Communication*	3.0
		or	
SPC	205	Public Speaking*	
		or	
SPC	209	Interpersonal Communication*	
Total credit hours			**30.0**

*General Education course

Mental Health
Certificate in Applied Science

Mission Statement

The mission of the Human Services Department is to provide students with coursework, skills, and practical experiences that prepare graduates for entry-level generalist human service positions and/or for continued study at the baccalaureate level.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day, limited night, limited online

Type of Degree:

Certificate

Employment Opportunities:

- This program provides training for entry-level workers in a variety of human service agencies.
- There is a focus on basic counseling skills and human service delivery.
- Technical standards apply to all courses.
- All Human Services courses must be completed with a "C" or better in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

Fall Semester			
ENG	101	English Composition I*	3.0
HUS	101	Introduction to Human Services	3.0
PSY	201	General Psychology*	3.0
Spring Semester			
HUS	209	Case Management	3.0
HUS	231	Counseling Techniques	3.0
PSY	212	Abnormal Psychology*	3.0
SPC	200	Introduction to Speech Communication*	3.0
		or	
SPC	205	Public Speaking*	
		or	
SPC	209	Interpersonal Communication*	
Summer Term			
HUS	150	Supervised Field Placement I	3.0
HUS	216	Behavior Change Techniques	3.0
HUS	237	Crisis Intervention	3.0
Total credit hours			**30.0**

*General Education Course

Substance Abuse Treatment
Certificate in Applied Science

Mission Statement

The mission of the Human Services Department is to provide students with course work, skills, and practical experiences that prepare graduates for entry-level generalist human service positions and/or for continued study at the baccalaureate level.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day, limited night, limited online

Type of Degree:

Certificate

- This program provides training for entry-level workers for human services agencies with a focus on basic counseling skills, human service delivery, substance abuse prevention and rehabilitation delivery.
- Technical standards apply to all courses.
- All Human Services courses must be completed with a "C" or better in order to count toward graduation.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
ENG	101	English Composition I*	3.0
HUS	101	Introduction to Human Services	3.0
PSY	201	General Psychology*	3.0
Second Semester - Spring			
HUS	208	Alcohol & Drug Abuse	3.0
HUS	209	Case Management	3.0
HUS	231	Counseling Techniques	3.0
SPC	200	Introduction to Speech Communication*	3.0
		or	
SPC	205	Public Speaking*	
		or	
SPC	209	Interpersonal Communication*	
Third Semester - Summer			
HUS	150	Supervised Field Placement I	3.0
HUS	217	Addictions Counseling	3.0
HUS	237	Crisis Intervention	3.0
Total credit hours			**30.0**

*General Education course

Management
Associate in Applied Science

Mission Statement
The mission of the Management program is to provide students with a foundation in management skills that will prepare them for entry-level managerial positions. This is accomplished through a varied curriculum which includes the application of critical thinking, decision-making, leadership skills, professional communication skills, and cultural diversity.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:
Day, night or online

Type of Degree:
Associate degree

Employment Opportunities:
Industry, restaurants, retail stores, service companies

- This program trains students in planning, organizing, leading and controlling techniques and prepares them to fill entry-level managerial positions.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Transfer agreements with local universities make it possible to get an associate degree from Greenville Tech as part of work toward a bachelor's degree in Business Administration from an articulating college or university. Currently, transfer agreements are in place with Southern Wesleyan University, Strayer University, Limestone College, Morris College, Allen University, and Webster University. In addition, a transfer agreement is in place with Franklin University where a bachelor's degree may be earned online.
- Selected courses will transfer to the Furman University Undergraduate Evening Studies Bachelor of Liberal Arts degree.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS, MGT, or MMT.
- Most courses are a prerequisite for another course in the program. Students must earn a "C" or higher in prerequisite course before enrolling in higher level courses. Check the Course Descriptions in the catalog or with an advisor for additional information.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics ***or*** higher*	3.0
MGT	101	Principles of Management	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
BAF	101	Personal Finance	3.0
MGT	150	Fundamentals of Supervision	3.0
SPC	205	Public Speaking*	3.0
Third Semester			
BAF	201	Principles of Finance	3.0
BUS	121	Business Law I	3.0
MGT	201	Human Resource Management	3.0
MKT	101	Marketing	3.0

Fourth Semester

BUS	250	Introduction to International Business	3.0
ECO	105	Introduction to Economic Principles*	3.0
		or	
ECO	210	Macroeconomics*	
		or	
ECO	211	Microeconomics*	
MGT	120	Small Business Management	3.0
MGT	270	Managerial Communications	3.0

Fifth Semester

MGT	240	Management Decision Making	3.0
MMT	101	Introduction to Materials Management	3.0
		Humanities/Fine Arts Elective*	3.0/4.0
		Elective (Chosen from list below) **	3.0/4.0

Total credit hours **60.0/62.0**

*General Education course
Note: Please contact your advisor for assistance with scheduling.

****Electives:**

ACC	102	Accounting Principles II	3.0
ACC	150	Payroll Accounting	3.0
BAF	150	Principles of Bank Operations	3.0
BUS	110	Entrepreneurship	3.0
BUS	136	Compensation and Benefits Analysis	3.0
BUS	220	Business Ethics	3.0
BUS	230	Purchasing	3.0
BUS	270	SCWE in Business	3.0
COL	103	College Skills	3.0
CPT	270	Advanced Microcomputer Applications	3.0
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
ENG	102	English Composition II	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
GER	101	Elementary German I	4.0
GER	102	Elementary German II	4.0
IST	225	Internet Communications	3.0
IST	227	Internet Operations and Management	3.0
IST	237	Intermediate Web Design	3.0
MGT	210	Employee Selection and Retention	3.0
MGT	255	Organizational Behavior	3.0
MKT	120	Sales Principles	3.0
MKT	123	Event Planning and Promotion	3.0
MKT	130	Customer Service Principles	3.0
MKT	240	Advertising	3.0
MKT	245	Promotional Strategies	3.0
MKT	268	Marketing Research	3.0
PSY	201	General Psychology	3.0
SOC	101	Introduction to Sociology	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
SPA	105	Conversational Spanish	3.0
SPC	208	Intercultural Communication	3.0

Human Resource Management
Certificate in Applied Science

Mission Statement

The mission of the Human Resource Management Certificate in Applied Science is to prepare students for an entry-level position in the human resource management field.

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:

Day, night or online

Type of Degree:

Certificate

- This program will provide the opportunity for students to enhance their skills in the field of human resource management.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MGT	101	Principles of Management	3.0
Second Semester			
BUS	220	Business Ethics	3.0
MGT	150	Fundamentals of Supervision	3.0
MGT	201	Human Resource Management	3.0
Third Semester			
BUS	121	Business Law	3.0
BUS	136	Compensation & Benefits Analysis	3.0
SPC	205	Public Speaking*	3.0
Fourth Semester			
MGT	210	Employee Selection and Retention	3.0
MGT	255	Organizational Behavior	3.0
MGT	270	Managerial Communications	3.0
Total credit hours			**36.0**

*General Education course

Note: Please contact your advisor for assistance with scheduling.

Small Business Management/Entrepreneurship
Certificate in Applied Science

Mission Statement
The mission of the Small Business Management/Entrepreneurship Certificate in Applied Science is to provide students with the foundation to start and/or manage a small business.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:
Day, night or online

Type of Degree:
Certificate

Employment Opportunities:
Small business owners and aspiring entrepreneurs

- This program provides students with the foundation for starting and/or managing a small business.
- Basic knowledge of Microsoft Excel is suggested before enrolling in BUS 110 (Entrepreneurship) and MGT 120 (Small Business Management).
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
ACC	101	Accounting Principles I	3.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics* ***or*** higher*	3.0
Second Semester			
ACC	150	Payroll Accounting	3.0
BAF	101	Personal Finance	3.0
BUS	110	Entrepreneurship	3.0
MKT	120	Sales Principles	3.0
Third Semester			
MGT	120	Small Business Management	3.0
MGT	270	Managerial Communications	3.0
MKT	130	Customer Service Principles	3.0
SPC	205	Public Speaking*	3.0
Total credit hours			**36.0**

*General Education course
Note: Please contact your advisor for assistance with scheduling.

Marketing

Marketing
Associate in Applied Science

Mission Statement
To provide an enjoyable and rewarding learning experience that enhances career opportunities for our Marketing students.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:
Day, night or online

Type of Degree:
Associate degree

Employment Opportunities:
Advertising agencies, business-to-business sales, consumer sales, financial institutions, merchandising, retail stores, service companies, marketing research, tourism, sports marketing, media relations

- This program prepares students for immediate job functions with a major emphasis on the application of marketing skills in actual work situations.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Transfer agreements with local universities make it possible to get an associate degree from Greenville Tech as part of course work toward a bachelor's degree in Business Administration from an articulating college or university. Currently, transfer agreements are in place with Southern Wesleyan University, Strayer University, Webster University, Allen University, Morris College, and Limestone College. In addition, a transfer agreement is in place with Franklin University where a bachelor's degree may be earned online.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- Selected courses will transfer to the Furman University Undergraduate Studies Bachelor of Liberal Arts degree.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
ENG	101	English Composition I*	3.0
CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics*	3.0
		or	
MAT	102	Intermediate Algebra*	
MKT	101	Marketing	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
ECO	105	Introduction to Economic Principles*	3.0
		or	
ECO	210	Macroeconomics*	
		or	
ECO	211	Microeconomics*	
MKT	130	Customer Service Principles	3.0
		Humanities/Fine Arts Elective*	3.0/4.0
SPC	205	Public Speaking*	3.0
Third Semester			
BUS	121	Business Law I	3.0
MGT	270	Managerial Communications	3.0
MKT	240	Advertising	3.0
MKT	120	Sales Principles	3.0

Fourth Semester

BUS	250	Introduction to International Business	3.0
MGT	120	Small Business Management	3.0
		or	
MGT	101	Principles of Management	
MKT	245	Promotional Strategies	3.0
MKT	268	Marketing Research	3.0
		Elective (choose from list below)**	3.0/4.0

Fifth Semester

MKT	260	Marketing Management	3.0
		Elective (choose from list below)**	3.0/4.0

Total credit hours **60.0/63.0**

*General Education course
Note: Please contact your advisor for recommended evening, part time, or online course schedules.

**** Electives:**

ACC	102	Accounting Principles II	3.0
ART	101	Art History & Appreciation	3.0
ART	106	History of Photography	3.0
ART	111	Basic Drawing I	3.0
ART	205	Survey of Materials	3.0
ARV	110	Computer Graphics I	3.0
ARV	114	Photography I	3.0
ARV	121	Design	3.0
ARV	230	Visual Arts Business Procedures	3.0
BAF	101	Personal Finance	3.0
BAF	201	Principles of Finance	3.0
BUS	110	Entrepreneurship	3.0
BUS	220	Business Ethics	3.0
BUS	230	Purchasing	3.0
BUS	270	SCWE in Business	3.0
CPT	270	Advanced Microcomputer Applications	3.0
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
ENG	102	English Composition II	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
GER	101	Elementary German I	4.0
GER	102	Elementary German II	4.0
IDS	110	Employability Skills for the Business Environment	3.0
IST	225	Internet Communications	3.0
IST	227	Internet Operations and Management	3.0
IST	237	Intermediate Web Design	3.0
MGT	101	Principles of Management	3.0
MGT	150	Fundamentals of Supervision	3.0
MGT	210	Employee Selection and Retention	3.0
MGT	255	Organizational Behavior	3.0
MKT	111	Media Relations	3.0
MKT	123	Event Planning and Promotion	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
SPA	105	Conversational Spanish	3.0
SPC	208	Intercultural Communication	3.0

Marketing Communications
Certificate in Applied Science

Mission Statement
To provide students with a basic and practical introduction to the concept of Marketing that will enhance their career opportunities, and facilitate the pursuance of additional degree programs.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:
Day, night or online

Type of Degree:
Certificate

Employment Opportunities:
Advertising agencies, business-to-business sales, consumer sales, financial institutions, merchandising, retail stores, service companies

- The purpose of this certificate is to provide students with a basic understanding of marketing.
- All courses in this certificate apply to the Marketing Associate in Applied Science degree.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
ENG	101	English Composition I*	3.0
CPT	101	Introduction to Computers	3.0
MKT	101	Marketing	3.0
Second Semester - Spring			
MKT	120	Sales Principles	3.0
MKT	130	Customer Service Principles	3.0
MKT	240	Advertising	3.0
Total credit hours			**18.0**

*General Education course
Note: Please contact your advisor for recommended evening, part time or online course schedules.

Marketing in the Non-Profit Sector
Certificate in Applied Science

Mission Statement
To provide students an opportunity to pursue career positions in the non-profit marketing and business sector.
Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day, night, or online
Type of Degree:
Certificate
Employment Opportunities:
Non-profit organizations, event planning, government agencies, and political campaigns

- All courses in this certificate apply to the Marketing Associate in Applied Science degree.
- This program will prepare students for a business career as a director or marketing specialist in the non-profit service sector.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall		
MKT 120	Sales Principles	3.0
MKT 123	Event Planning and Promotion	3.0
MKT 240	Advertising	3.0
Second Semester - Spring		
BUS 270	SCWE in Business	3.0
MKT 111	Media Relations	3.0
MKT 245	Promotional Strategies	3.0
Total credit hours		**18.0**

Note: Please contact your advisor for recommended evening, part-time, or online course schedules.

Paralegal

Paralegal
Associate in Applied Science

Mission Statement

The mission of this American Bar Association-approved Paralegal Program is to provide quality education for students to become competent paralegals so that they can assist attorneys in the effective delivery of legal services. The Department educates students in order to provide them tools to advance the paralegal profession and to maintain high ethical standards in the classroom and in their professional careers.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day and night (limited)

Type of Degree:

Associate degree

Employment Opportunities:

Private law firms, corporate legal departments, public legal agencies, insurance companies, financial institutions, and governmental agencies

- This program will train students to perform factual research, legal research, conduct interviews and to review, analyze and draft documents.
- This program is approved by the American Bar Association (ABA), is an institutional member of the American Association for Paralegal Education (AAfPE) and is a sustaining member of the South Carolina Upstate Paralegal Association (SCUPA).
- Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).
- Many of the courses in this program, particularly in the final two semesters, have prerequisites. All Paralegal courses must be completed with a "C" or better in order to count toward graduation, even if the course is not a prerequisite for another. Please check with an advisor to be certain classes are taken in the proper order.
- Transfer agreements with local universities make it possible to get an associate degree from Greenville Technical College as part of course work toward a bachelor's degree from an articulating college or university.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester - Fall			
ENG	101	English Composition I *	3.0
LEG	135	Introduction to Law & Ethics (mandatory first semester)	3.0
CPT	101	Introduction to Computers	3.0
MAT	102	Intermediate Algebra*	3.0
		or	
MAT	120	Probability and Statistics*	3.0
Second Semester - Spring			
LEG	213	Family Law	3.0
LEG	120	Torts	3.0
LEG	132	Legal Bibliography (mandatory by second semester)	3.0
LEG	230	Legal Writing (mandatory second semester)	3.0
Third Semester - Summer			
BIO	112	Basic Anatomy & Physiology*	4.0
		or	
BIO	215	Anatomy	
HIS	202	History 1877- present* (recommended Humanities)	3.0
LEG	121	Business Law I	3.0
LEG	233	Wills, Trusts, & Probate	3.0

Fourth Semester - Fall

LEG	214	Property Law	3.0
LEG	240	Claims Investigation	3.0
		LEG Elective ** (choose from list)	3.0
SPC	205	Public Speaking*	3.0
		or	
SPC	209	Interpersonal Communication*	

Fifth Semester - Spring

LEG	202	Civil Litigation II	3.0
LEG	262	Litigation Applications	3.0
		LEG Elective ** (choose from list)	3.0
		LEG Elective ** (choose from list)	3.0
PSC	201	American Government* (recommended Social Science course)	3.0

Total credit hours **64.0**

*General Education course
Note: Please contact your advisor for recommended evening schedules. Some classes are not offered every semester.

****Paralegal Electives**

LEG	122	Business Law II	3.0
LEG	201	Civil Litigation I	3.0
LEG	212	Workers' Compensation	3.0
LEG	218	Immigration Law	3.0
LEG	222	Constitutional Law	3.0
LEG	234	Title Examination Procedures I	3.0
LEG	250	Internship for Paralegal	3.0
LEG	270	Paralegal Certification Preparation	3.0
		(Department head approval required)	

Students who possess a bachelor's degree:

- One-year track for graduates of a regionally accredited college or university.

Recommended Program Schedule

First Semester - Fall

BIO	112	Basic Anatomy & Physiology*	4.0
LEG	120	Torts	3.0
LEG	132	Legal Bibliography	3.0
LEG	135	Introduction to Law & Ethics (mandatory first semester)	3.0
LEG	230	Legal Writing	3.0

Second Semester - Spring

LEG	121	Business Law I	3.0
LEG	214	Property Law	3.0
LEG	233	Wills, Trusts, & Probate	3.0
LEG	240	Claims Investigation	3.0
		LEG Elective ** (choose from list)	3.0

Third Semester - Summer

LEG	202	Civil Litigation II	3.0
LEG	213	Family Law	3.0
LEG	262	Litigation Applications	
		LEG Elective ** (choose from list)	3.0
		LEG Elective ** (choose from list)	3.0

Total credit hours **43.0**

*General Education course
Note: Please contact your advisor for recommended evening schedules. Some classes are not offered every semester.

****Paralegal Electives:**

LEG	122	Business Law II	3.0
LEG	201	Civil Litigation I	3.0
LEG	212	Workers' Compensation	3.0
LEG	218	Immigration Law	3.0
LEG	222	Constitutional Law	3.0
LEG	234	Title Examinations Procedures I	3.0
LEG	250	Internship for Paralegal	3.0
LEG	270	Paralegal Certification Preparation (Department head approval required)	3.0

Paralegal Student Learning Outcomes

1. **Ethics**
   Students will be able to analyze and apply the ethical requirements of a paralegal.
2. **Communication**
   Students will demonstrate the ability to communicate in oral and written forms as it relates to professional duties within the legal system.
3. **Legal Knowledge**
   Students will possess a broad knowledge to include substantive and procedural law.
4. **Paralegal Practice**
   Students will be able to use technology and professional skills to assist an attorney in the practice of law.

Supply Chain Management

Supply Chain Management
Associate in Applied Science

Mission Statement
To provide students with the knowledge to be successful in the Supply Chain Management field. This will include: 1) exposing students to the entire supply chain process; 2) preparing students for national certification exams sponsored by the Institute of Supply Chain Management; and 3) preparing students for national certification exams sponsored by the American Production and Inventory Control Society.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:
Day, night or online

Type of Degree:
Associate degree

Employment Opportunities:
Industry, hospital systems, governmental agencies

- This program integrates purchasing, shipping and receiving, production and inventory control, quality assurance and control, and stores and warehousing into the overall materials management concept.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Students gain knowledge needed to take national certification exams.
  - ❏ CPIM, sponsored by the American Production and Inventory Control Society (APICS).
- Transfer agreements with local universities make it possible to get an associate degree from Greenville Tech as part of course work toward a bachelor's degree in Business Administration from an articulating college or university. Currently, transfer agreements are in place with Southern Wesleyan University, Webster University and Limestone College. In addition, a transfer agreement is in place with Franklin University where a bachelor's degree may be earned online.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college.
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS, MGT, or MMT.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics	3.0
		or higher*	
MGT	101	Principles of Management	3.0
Second Semester			
ACC	101	Accounting Principles I	3.0
MGT	150	Fundamentals of Supervision	3.0
MMT	101	Introduction to Materials Management	3.0
SPC	205	Public Speaking*	3.0
Third Semester			
BAF	201	Principles of Finance	3.0
ECO	105	Introduction to Economic Principles*	3.0
		or	
ECO	210	Macroeconomics*	
		or	
ECO	211	Microeconomics*	
MKT	101	Marketing	3.0
		Elective**	3.0/4.0

Fourth Semester

BUS	121	Business Law I	3.0
BUS	230	Purchasing	3.0
CPT	270	Advanced Microcomputer Applications	3.0
MMT	160	Detailed Operations Planning	3.0

Fifth Semester

MMT	235	International Purchasing	3.0
MMT	261	Master Operations Planning, Execution Control, and Strategy	3.0
		Elective**	3.0/4.0
		Humanities/Fine Arts Elective*	3.0/4.0

Total credit hours **60.0/62.0**

*General Education course
Note: Please contact your advisor for assistance with scheduling.

****Approved Electives**

ACC	102	Accounting Principles II	3.0
BUS	220	Business Ethics	3.0
BUS	270	SCWE in Business	3.0
COL	103	College Skills	3.0
ECO	210	Macroeconomics	3.0
ECO	211	Microeconomics	3.0
ENG	102	English Composition II	3.0
FRE	101	Elementary French I	4.0
FRE	102	Elementary French II	4.0
GER	101	Elementary German I	4.0
GER	102	Elementary German II	4.0
IST	225	Internet Communications	3.0
IST	227	Internet Operations & Management	3.0
IST	237	Intermediate Website Design	3.0
MGT	270	Managerial Communications	3.0
PSY	201	General Psychology	3.0
SOC	101	Introduction to Sociology	3.0
SPA	101	Elementary Spanish I	4.0
SPA	102	Elementary Spanish II	4.0
SPA	105	Conversational Spanish	3.0

Health Sciences & Nursing

The Health Sciences/Nursing (HSN) Division offers a variety of programs to prepare students for the workforce and to meet the community and/or regional needs for quality healthcare professionals. In order to be responsive to the changing healthcare environment, the HSN programs combine the highest quality instruction with a variety of clinical/externship experiences.

The HSN programs are offered on the four physical campuses of the college. Some programs are offered entirely through distance learning (online). The program locations are

Barton Campus (Greenville)	**Program Type:**
Biotechnology	Certificate/Associate Degree
Expanded Duty Dental Assisting	Diploma
Dental Hygiene	Associate Degree
Diagnostic Medical Sonography	Associate Degree
Emergency Medical Technology/Paramedic	Certificate/Associate Degree
Nursing*	Associate Degree
Patient Care Technician	Certificate
Radiologic Technology	Associate Degree
Sterile Processing	Certificate
Surgical Technology	Diploma
Brashier Campus (Simpsonville)	
Nursing*	Associate Degree
Respiratory Care	Associate Degree
Greer Campus	
Health Information Management	Associate Degree
Massage Therapy	Certificate
Occupational Therapy Assistant	Associate Degree
Personal Trainer	Certificate
Pharmacy Technician	Certificate/Diploma
Physical Therapist Assistant	Associate Degree
Northwest Campus (Berea)	
Medical Laboratory Technician	Associate Degree
Nursing*	Associate Degree
Patient Care Technician	Certificate
Pre-Veterinary Technician	Certificate
Professional Grooming and Animal Care	Certificate
Veterinary Assistant	Certificate

**First semester professional nursing courses are taught at the Northwest and Brashier campuses. The remaining nursing courses are taught at the Barton Campus.*

Programs Offered Entirely Online:	
Computed Tomography	Certificate
Magnetic Resonance Imaging	Certificate
Mammography	Certificate

The following outlines the special admission requirements of all HSN programs. Specific program requirements are found under each program in this catalog.

Admission:

Admission to the college is managed through the Admissions Office of the college and is required for consideration for admission into any HSN program. However, college admission does not guarantee admission into a HSN program as each program has additional admission requirements that must be met. For many programs in the division, a separate program application must be completed. Therefore, it is very important that students meet on a regular basis with their assigned advisor to ensure that they are on the correct path for program entry and that the submission of program application is done in a timely manner.

Many of the HSN programs accept students based upon competitive admissions. Students are encouraged to obtain criteria used for competitive admissions once they determine their program of interest. Criteria can be obtained from each program's website, Career Talk, or from a student's assigned advisor.

Greenville Technical College, through a collaborative agreement with Carolina High School, offers health related pre-requisite courses to the students enrolled at Carolina High School. Selected students through this collaboration may receive advanced placement into some HSN programs.

Career Talk Sessions:

Participation in a Career Talk session for the student's program of interest is a program admission requirement for all of the HSN programs. Students are encouraged to participate in a Career Talk session as soon as possible to assure that they have the most up-to-date program information. Depending upon the program of interest, sessions are either offered live once a month or in an online format. The Career Talk schedule is located at www.gvltec.edu/careertalk.

Technical Standards:

The HSN programs require specific mental and physical functions which must be possessed by students in order to successfully complete program requirements. Students must be able to meet the technical standards of his/her program in order to progress. Demonstration may be required. The technical standards can be obtained by program advisors and are provided to potential students during the CareerTalk sessions. Students who are concerned that he/she may have difficulty meeting the technical standards are strongly encouraged to contact the Office of Disability Services. In some instances, reasonable accommodations may be made but only with the required documentation from the Office of Disability Services.

Health Physicals

Because the HSN programs include clinical/externship experiences, all accepted students must have a physical exam. The physical exam must be performed by a licensed, practicing physician, physician's assistant, or nurse practitioner and must be documented on the divisional physical form. Results of the physical must indicate that the student is in good physical and mental health. Due dates vary and will be provided either by a student's advisor or from the program faculty.

Immunization Requirements:

In an effort to protect the students enrolled in the HSN programs and the patients/clients with whom the students come in contact from communicable diseases, HSN students are required to provide an up-to-date immunization record. **NO EXEMPTIONS** are permitted except for medical exemptions according to the guidelines of the Center for Disease Control (CDC). Students who have an approved medical exemption may not be able to progress through their program if clinical/externship experiences are denied by the clinical/externship affiliate.

The immunization record must include

- Two (2) MMRs: a positive titer may be accepted
- Varicella (chickenpox): a positive titer may be accepted
- Negative TB screening
- Tetanus within the past ten (10) years

Although not required, all HSN students are strongly encouraged to obtain the Hepatitis B vaccine. Those who choose not to be vaccinated for Hepatitis B will be required to sign a waiver indicating their decision. Additional immunizations may be required upon the request of the clinical/externship sites (i.e. flu vaccine during flu season).

Students enrolled in an Animal Studies program are only required to provide evidence of a current tetanus vaccine. Students enrolled in the Massage Therapy program may decline the tetanus vaccine but will be required to sign a declination form.

Drug Screenings:

Education of HSN students at Greenville Technical College requires collaboration between the college and the clinical/externship agencies. The college shares an obligation with the clinical/externship agencies to protect the agency's patients/clients to the extent reasonably possible from harm due to students who are under the influence of drugs or alcohol while in the clinical/externship agency. In addition, the college wishes to ensure that the health and safety of the students is not compromised. Therefore, it is the policy of the HSN division that students accepted into and enrolled in a HSN program submit to drug testing. Initially, a negative 10-panel drug screen is required for clinical/externship eligibility. A student fee is assessed for the initial drug screening. Random drug screens may be performed throughout the student's program and for reasonable suspicion.

Criminal Background Checks:

In establishing clinical/externship affiliation agreements, HSN programs are contractually obligated to comply with the requirements set forth in such agreements. Students enrolled in HSN programs must conform to the rules, policies, and procedures of the clinical/externship sites in order to participate in clinical/externship experiences. Therefore, it is the policy of the HSN division that all students enrolled in an HSN program submit to a comprehensive, multi-state criminal record check to include at minimum a check of the past seven (7) years. There is a student fee assessed for each record check. The criminal background check must be crime-free. Criminal background checks are not conducted until students have been formally accepted into a HSN program.

Healthstream:

Healthstream is online instruction that consists of modules addressing topics such as hazardous communication, electrical safety, infection control, HIPAA, and many others. All HSN program students are required to complete these modules on an annual basis. A student fee is assessed in order for students to be assigned a password to access Healthstream. All modules must be completed for clinical/externship placement.

Travel:

Students are required to travel to clinical/externship sites during the professional component of the program. Travel may require two (2) or more hours of driving. Transportation, parking, housing and food expenses are the responsibility of the student.

Simulation Technologies and Training Center

A $1.5 million Simulation Technologies and Training (STAT) Center opened in 2009 at Greenville Technical College, making the college one of very few in the country to use simulation technology to improve education for students in all of the college's health and nursing programs.

Features:
- Eight simulators in seven environments
- Settings include a city street where a car accident has occurred, a scene inside a home, an emergency room, an operating room, and a specialty room such as intensive care or pediatric intensive care.
- A $300,000 custom designed audio-visual system allows students to see and hear what happens as a care scenario unfolds and how they might improve on their reactions.
- Simulators are portable and wireless, and can sweat, cry, bleed, tear, and salivate. They respond to medications and treatments as a human would.

Benefits:
- Students have the chance to make the most common and preventable medical mistakes without risk.
- With better education, medical errors should be reduced when these students become professionals.
- Simulation increases hands-on experience and builds confidence.

Used by students in the following programs:
- Dental
- Emergency Medical Technology
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

For more information, go to www.gvltec.edu/STAT. To contact the STAT Center, email simulation@gvltec.edu.

Animal Studies

Pre-Veterinary Technology
Certificate in Applied Science

Entrance Requirements:
Acceptable ASSET or COMPASS score to place into ENG 101 and MAT 120; high school diploma or GED
Type of Program:
Day and night (Currently, only general education courses are offered at night)
Type of Degree:
Certificate
Employment Opportunities:
Animal shelters, private veterinary practices, humane societies, animal hospitals, laboratories, veterinary care facilities

- Greenville Technical College (GTC) offers the Pre-Veterinary Technology program in cooperation with Tri-County Technical College (TCTC). The Pre-Veterinary Technology program at GTC is the first phase of the Veterinary Technology program offered at TCTC. The second phase is offered at TCTC where an Associate in Applied Science Degree is awarded upon successful completion of all program requirements; both Phase I and Phase II requirements. The Veterinary Technology program at TCTC is fully accredited by the American Veterinary Medical Association (AVMA), 1931 N. Meacham Road, Suite 100, Schaumburg, Illinois 60173-4360. Telephone: 847-925-8070, Fax: 847-925-1329, and is sanctioned by the South Carolina Association of Veterinarians.
- This program is designed to satisfy Phase I requirements for a one-plus-one articulation agreement leading to an associate degree in Veterinary Technology. Phase I consists of general education and foundational course work including basic terminology, clinical techniques, and anatomy and physiology. Upon successful completion of Phase I, qualified students may continue into Phase II which includes labs, clinicals and internships.
- Veterinary technicians provide professional and technical support to veterinarians, biomedical researchers, other scientists, and industries. The technician handles many aspects of patient care and laboratory procedures. Upon completion of Phase I (at GTC) and Phase II (at TCTC), students are expected to take state and national licensing exams to become licensed veterinary technicians (LVT).
- Tri-County Technical College will accept 12 students from GTC who complete this certificate program and meet all other program requirements. Students accepted into Phase II of the program will be placed in day or evening classes at TCTC based on availability, taking into consideration student preference. It is the student's responsibility to apply to Phase II at TCTC for consideration of acceptance into the Veterinary Technology Program at TCTC.
- A crime free criminal background check is required.
- A negative 10-panel drug screen is required.
- The VET courses at GTC are offered at the Northwest Campus only. The general education courses may be available at other campuses and through distance education.
- Students may contact their advisor for recommended schedules. Courses are offered as day sections only and the full program must be taken as offered.
- Students must meet with the program director of the Veterinary Technology program at TCTC prior to acceptance into Phase II of the program.
- A grade of "C" or better must be earned for all courses in Phase I and Phase II.
- BIO 101 and CPT 101 must be completed with a "C" or higher prior to entry into fall classes.

Recommended Program Schedule

Spring or Summer Semester

VET	103	Veterinary Medical Terminology+	2.0
VET	105	Orientation to Veterinary Technology+	1.0

First Semester – Fall Phase 1

ENG	101	English Composition I*	3.0
MAT	120	Probability & Statistics*	3.0
VET	101	Animal Breeds and Husbandry	3.0
VET	104	Veterinary Anatomy and Physiology	3.0
VET	116	Radiology and Parasitology	3.0
VET	150	Clinical Techniques I	3.0

Second Semester – Spring Phase 2

BIO	225	Microbiology*	4.0
VET	140	Veterinary Pharmacology	2.0
VET	152	Clinical Pathology	4.0
		Elective credit	3.0
Total credit hours			**34.0**

*General education course
+VET 103 and VET 105 must be taken spring or summer semesters prior to entry into fall classes.
BIO 101 and CPT 101 are program pre-requisites.

Professional Grooming and Animal Care
Certificate in Applied Science

Mission Statement:
The mission of the Small Animal Care program is to promote optimum care of animals by educating students in animal esthetics and its relation to the overall health and wellbeing of canines. Our faculty and staff strive to uphold the highest standards of the industry, providing knowledgeable graduates to join the profession.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day and night

Type of Degree:
Certificate

Employment Opportunities:
Grooming salons and spas, veterinary practices, kennels, pet shops and mobile grooming business

- Students are trained in breed specific and mixed breed dog grooming as well as foundational procedures, skills, and techniques which are necessary for a career within the canine grooming industry. Students are prepared for entry-level positions working in grooming businesses or establishing their own grooming business.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- This program is located at the Northwest Campus. Students should see an advisor at the Northwest campus to register for classes.
- Students must attend an Animal Studies Department Career Talk before beginning program preferably, but within the first semester. (Career Talk valid for two years.)
- Students must purchase required supplies and uniforms.
- Students must be able to attend all clinical and work internship experiences.
- A crime-free criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.
- Credits earned in this program may be applied to other curricula in the Animal Studies Department.

Recommended Program Schedule

First Semester - Fall or Spring			
VET	107	Small Animal Care and Welfare I	4.0
VET	134	Intermediate Pet Grooming	3.0
Second Semester - Spring or Fall			
VET	108	Small Animal Care and Welfare II	4.0
VET	172	Portfolio and Related Topics	3.0
Third Semester- Summer or Spring			
VET	165	SCWE in Animal Care	2.0
VET	162	Clinical Techniques of Pet Grooming (**Day Class Only**)	3.0
Total credit hours			**19.0**

Note: Please contact your advisor for recommended evening schedules.

Veterinary Assistant
Certificate in Applied Science

Mission Statement:
The mission of the Veterinary Assistant program is to promote optimum care of animals by educating students in the many aspects of animal welfare including laws, legislation, and organizations in addition to training our students in the fundamentals of assisting in the veterinary care of animal companions. Our faculty and staff will strive to uphold the highest standards of the industry, providing knowledgeable graduates to join the profession.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day and night

Type of Degree:
Certificate

Employment Opportunities:
Animal shelters, private veterinary practices, humane societies, animal hospitals, laboratories, veterinary care facilities

- This program trains the student for entry-level positions in kennels, veterinary offices, shelters, and animal hospitals.
- Students will be trained in the areas of nutrition, veterinary services, pharmacological applications, handling procedures, and ethical practices.
- This program is located at the Northwest Campus. Students should see an advisor at the Northwest Campus to register for classes.
- Students must attend an Animal Studies Department Career Talk before beginning program preferably, but within the first semester. (Career Talk valid for two years.)
- Students must be able to attend all supervised work internship experiences.
- Students must purchase required supplies and uniforms.
- A crime-free criminal background check is required.
- A negative 10-panel drug screen is required.
- Students are required to have documentation of Tetanus vaccination within the past ten (10) years.
- Credits earned in this program may be applied to other curricula in the Animal Studies Department.
- Graduates may continue their education toward an associate degree in Veterinary Technology at a college offering this degree. Students interested in this plan should take the University Transfer equivalent of the courses and should discuss their intent with their academic advisor or department head.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.

Recommended Program Schedule

First Semester - Fall

VET	111	Introduction to Veterinary Medical Terminology	3.0
VET	106	Small Animal Behavior/Kennel Management	4.0
VET	151	Veterinary Assisting I	3.0

Second Semester - Spring

VET	114	Pharmacy Skills	4.0
VET	117	Animal Nutrition	2.0
VET	242	Veterinary Law, Ethics and Client Relations	3.0
VET	166	SCWE in Veterinary Practice	2.0
VET	251	Veterinary Assisting II	2.0

Total credit hours **23.0**

Note: Please contact your advisor for recommended evening schedules.

Biotechnology

Biotechnology
Associate in Applied Science

Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Phase I - Day, night, or weekend
Phase II - Day, night, or weekend
Type of Degree:
Associate degree
Employment Opportunities:
Career options include research, development, pharmaceutical, quality control and assurance, manufacturing, analytical testing, alternative fuels, forensics and agriculture laboratories.

- This program prepares students to work under the supervision of a laboratory manager as a lab technician. The program goal is to provide practical, "hands-on" learning and familiarity with cutting edge techniques, technologies, and equipment. Students gain a working knowledge of molecular biology, recombinant DNA, immunology, protein purification and tissue culture – both through classroom lectures and laboratory learning experiences.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.
- This program is also available as a One-Plus-One with articulating colleges. See Biotechnology department head for further details and advising.

Recommended Program Schedule

First Semester - Fall			
BIO	101	Biological Science I*	4.0
BTN	103	Introduction to Biotechnology and Lab Rotation I	4.0
CHM	110	College Chemistry I*	4.0
ENG	101	English Composition I*	3.0
Second Semester - Spring			
BTN	104	Biotechnology Lab Rotation II	4.0
CPT	101	Introduction to Computers	3.0
CHM	111	College Chemistry II	4.0
MAT	120	Probability & Statistics*	3.0
Third Semester - Summer			
SPC	205	Public Speaking*	3.0
ENG	102	English Composition II*	3.0
		Social Science Elective*	3.0
Fourth Semester - Fall			
BIO	260	Immunology	3.0
BTN	261	Biotechnology Lab Rotation IV	2.0
CHM	211	Organic Chemistry*	4.0
		Humanities Elective*	3.0
		Technical Elective**	4.0
Fifth Semester - Spring			
BIO	250	Molecular Biology	3.0
BTN	251	Biotechnology Lab Rotation III	2.0
CHM	213	Principles of Biochemistry	3.0
		Technical Elective**	4.0
		Technical Elective**	4.0

Sixth Semester - Summer

BTN	270	Research Internship	4.0

Total credit hours **74.0**

*General Education course

****Choose Technical Electives from list below:**

BIO	203	General Genetics	4.0
BIO	225	Microbiology*	4.0
BTN	230	Introduction to Applied Bioprocessing	4.0

Biotechnology
Certificate in Applied Science

Entrance Requirements:
Acceptable ASSET or COMPASS
Type of Program:
Day or night
Type of Degree:
Certificate
Related Areas:
Biology, chemistry

Required Program Schedule

BIO	101	Biological Science I*	4.0
CPT	101	Introduction to Computers	3.0
MAT	120	Probability and Statistics*	3.0
BTN	103	Introduction to Biotechnology and Lab Rotation I	4.0
BTN	104	Biotechnology Lab Rotation II	4.0
BIO	250	Molecular Biology	3.0
BTN	251	Biotechnology Lab Rotation III	2.0
BIO	260	Immunology	3.0
BTN	261	Biotechnology Lab Rotation IV	2.0
BTN	270	Research Internship	4.0
CHM	213	Principles of Biochemistry	3.0
Total credit hours			**35.0**

*General Education course

Dental

Dental Hygiene
Associate in Applied Science

Mission Statement:
The mission of Greenville Technical College Dental Hygiene program is to graduate students that will become licensed dental professionals who demonstrate the ability to function as a member of a dental team in the delivery of care. Graduates will be clinically skilled and competent dental hygienists that instill a respect for the dental hygiene profession and have a desire for continued professional development and community service.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Phase I: Day, night; Phase II: Day (some courses require evenings)

Type of Degree:
Associate degree

Professional Credentials:
Registered Dental Hygienist (subject to passing National Boards and State licensure exam)

Program Accreditation:
Commission on Accreditation, American Dental Association

Employment Opportunities:
Dental offices, public health departments, sales, education, research

- This program trains students to educate patients on proper oral health care procedures, maintain patient recall systems, and expose and process x-rays. Community service is a major component.
- The program is designed as a One-Plus-One program. Phase I includes most of the general education and related course work and may be completed at Greenville Tech or at any articulating college. Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, which includes all of the dental hygiene course work. Applications for Phase II must be postmarked no later than May 15.
- Phase II is located at Greenville Tech's Barton Campus and a variety of off-campus clinical facilities. Students must be eligible to go to each off-campus site based on each site's criteria.
- Students from articulating colleges must be able to travel to and/or locate accommodations near Greenville Tech's Barton Campus.
- Graduates are eligible to sit for the Dental Hygiene National Board exam and a regional or state practical exam.
- **Phase I admission requirements:**
  - ❏ Meet the specific program requirements outlined in Health Sciences admissions requirements **excluding** the physical exam. The physical exam must be completed once a seat is offered and be within six months of the Phase II start date.
  - ❏ Attend a Career Talk session for the major within a year prior to being accepted into Phase II.
- **Phase II admission requirements:**
  - ❏ Meet all requirements for Phase I.
  - ❏ Complete an eligibility form by the designated date. Students are selected based on a "weighted admissions policy" and space availability. Once accepted, a $100 non-refundable deposit is required to hold the seat.
  - ❏ Attain a minimum technical GPA of 2.50 in all Phase I courses.
  - ❏ All Phase I courses must be passed with a minimum grade of "C" on the first or second attempt. BIO prefix courses and CPT 101 may not be more than five years old
  - ❏ Submit a physical exam form (see details in Health Sciences admissions requirements).
  - ❏ Submit proof of current American Heart Association Health Care Providers course in CPR once accepted into Phase II.
  - ❏ An acceptable criminal background check and a negative drug screen is required before beginning the clinical phase.
  - ❏ Be prepared to purchase required supplies, instruments and uniforms.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 or by passing the exemption exam at a cost to be assessed by the college and must have attained a grade of "C" or higher in every course.

Recommended Program Schedule for traditional Dental Hygiene (two-year program)

PHASE I
First Semester - Fall

MAT	120	Probability & Statistics*	3.0
BIO	210	Anatomy & Physiology I*	4.0
CHM	105	General Organic & Biochemistry*	4.0
ENG	101	English Composition I*	3.0

Second Semester - Spring

BIO	225	Microbiology*	4.0
BIO	211	Anatomy & Physiology II*	4.0
PSY	201	General Psychology*	3.0
SPC	205	Public Speaking*	3.0

PHASE II

Third Semester - Fall

AHS	113	Head & Neck Anatomy	1.0
CPT	101	Introduction to Computers +	3.0
DHG	115	Medical and Dental Emergencies	2.0
DHG	121	Dental Radiography	3.0
DHG	125	Tooth Morphology & Histology	2.0
DHG	161	Clinical Dental Hygiene Foundations	4.0

Fourth Semester - Spring

DHG	140	General and Oral Pathology	2.0
DHG	165	Clinical Dental Hygiene I	5.0
DHG	239	Dental Assisting for Dental Hygiene	2.0
DHG	244	Dental Materials	3.0
DHG	143	Dental Pharmacology	2.0

Fifth Semester - Summer

BIO	240	Nutrition +	3.0
DHG	141	Periodontology	2.0
DHG	175	Clinical Dental Hygiene II	5.0
DHG	232	Community Oral Health Outreach	2.0

Sixth Semester - Fall

DHG	241	Integrated Dental Hygiene I	1.0
DHG	255	Clinical Dental Hygiene III	5.0
PHI	110	Ethics +	3.0

Seventh Semester - Spring

DHG	242	Integrated Dental Hygiene II	1.0
DHG	265	Clinical Dental Hygiene IV	5.0

Total credit hours **84.0**

***** General Education course - students must take prior to acceptance to Phase II.
+ Denotes general education classes that may be taken during or prior to the beginning Phase II.

Expanded Duty Dental Assisting
Diploma in Applied Science

Mission Statement:
The mission of the Expanded Duty Dental Assistant diploma is to provide learning opportunities and experiences for the student to become a nationally certified member of the dental health team. Graduates will be clinically skilled and competent dental assistants who instill respect for the dental assisting profession and who desire continued professional development.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day (some evening classes/clinics required)

Type of Degree:
Diploma

Professional Credentials:
Certified Dental Assistant (subject to passing Dental Assisting National Board exam)

Program Accreditation:
American Dental Association, Commission on Dental Accreditation

Employment Opportunities:
Dental offices, public health departments, dental schools

- This program prepares students to work as clinical assistants, receiving and preparing patients for dental treatment; assisting chairside, taking x-rays, making temporary crowns and pouring/trimming impressions for study models. The program also includes office management skills, appointing patients, maintaining patients' records on the computer and via files, filing, and client services.
- Prior to acceptance students must
  - ❏ Meet the specific program requirements outlined in Health Sciences admissions requirements.
  - ❏ Have completed one high school or college unit of biology with a grade of "C" or higher.
  - ❏ Apply for program admission during the months of February through April of each year. Seats are awarded to the most highly qualified applicants based upon weighted criteria and on a space-available basis.
  - ❏ Attend a Career Talk session for the major prior to application and program orientation after acceptance.
- Upon acceptance, a $100 non-refundable deposit is required to hold the seat.
- A crime-free criminal background check and a negative 10-panel drug screen are required before beginning class experience.
- Students must be able to attend all clinical experiences.
- Students must sit for and pass the Dental Assisting National Board (DANB) for certification as a certified dental assistant (CDA). At the end of each semester, one portion of the DANB must be passed to continue in the program. Examinations must be taken prior to the end of each semester.
- Completion of general education courses (ENG 101, PSY 201, BIO 112, SPC 200) is strongly recommended prior to entering the program.
- A grade of "C" or higher is required in every course, as well as completion of all three sections of DANB to earn the EDDA Diploma.
- Students must purchase supply kits and uniforms.
- This is a diploma program that leads to national CDA certification upon successful completion of the program and the certification exam.

Recommended Program Schedule

First Semester - Fall

BIO	112	Basic Anatomy and Physiology */†	4.0
DAT	115	Ethics and Professionalism (online)	1.0
DAT	154	Clinical Procedures I	4.0
DHG	125	Tooth Morphology & Histology	2.0
DHG	244	Dental Materials	3.0
ENG	101	English Composition *	3.0

Second Semester - Spring

DAT	121	Dental Health Education	2.0
DAT	122	Dental Office Management	2.0
DAT	123	Oral Medicine / Oral Biology	3.0
DAT	160	Expanded Functions/Specialties	2.0
DAT	174	Office Rotations	4.0
DHG	121	Dental Radiography	3.0

Third Semester - Summer

DAT	177	Dental Office Experience	7.0
SPC	200	Introduction to Speech Communication */**	3.0
PSY	201	General Psychology *	3.0

Total credit hours **46.0**

* General Education course
Note: Please contact your advisor for other program options.

It is strongly recommended that the four (4) general education courses be taken prior to applying to the Dental Assisting program. Points will be assigned for the completion of these courses that will facilitate entry into the program.
†The combination of the higher level BIO 210 & BIO 211 or BIO 215 & BIO 216 will substitute for BIO 112 if student has successfully completed these courses with a "C" or better.
**SPC 205, 208, or 209 may be substituted for SPC 200.

Emergency Medical Technology

Emergency Medical Technology
Associate in Applied Science

Mission Statement:
The mission of the Greenville Technical College EMT Department is to prepare entry-level paramedics through education in accordance with the highest professional standards and by using the latest advances in pre-hospital and health care education technology, while instilling in the students the personal attributes of compassion, honesty, and integrity in relationships with patients, families, and the medical community. The department will utilize faculty that are committed to achieving and maintaining the highest standards ethically, academically, professionally, and personally while serving as a model of exemplary leadership within the pre-hospital community.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day and evening

Type of Degree:
Associate degree

Professional Credentials:
EMT, Advanced EMT, and Paramedic by the National Registry of EMTs (subject to passing exam), CPR, ACLS, PALS, ITLS, AMLS

Program Accreditation:
The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.
Commission on Accreditation of Allied Health Educational Programs (CAAHEP), 1361 Park St., Clearwater, FL, 33756 (727) 210-2350, www.caahep.org
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. (CoAEMSP) 4101 W. Green Oaks Blvd., Suite 305-599, Arlington, TX 76016, (817) 330-0080, FAX (817) 330-0089, www.coaemsp.org

Employment Opportunities:
Emergency medical services, industry, hospitals

- This program covers all aspects of the paramedic profession and is designed to integrate both theory and practical "hands-on" educational experiences. The flexibility of the curriculum allows the student to enter the profession at three levels (EMT, Advanced [Intermediate] EMT, and Paramedic) and continue their education while working.
- Prior to acceptance, students must meet college entrance requirements and
  - ❏ Attend a Career Talk session for the program. (Career Talk is valid for two years).
  - ❏ Meet criteria on SAT, ACT, or college placement tests (ASSET/COMPASS) to be placed into ENG 101 and MAT 032 or provide proof of transfer credit for both.
  - ❏ Be 18 years of age or have permission from the department head.
  - ❏ Have a high school diploma or GED approved by, and on file, in the Admissions Office.
  - ❏ Complete a health physical and all required vaccinations.
  - ❏ Have a negative 10-panel drug screen for clinical and internship eligibility. Random drug screens may be performed throughout the program.
  - ❏ Have a crime-free criminal background check for clinical and internship eligibility.
  - ❏ Be able to attend all internship and clinical experiences.
- The five semester program will admit students in Fall and Spring semesters. Paramedic candidates will be admitted in Summer and Fall semesters.
- Seating process: Submit a weighted admissions form between the dates of January 15 – March 15 for potential admission in the Summer class. Submit a weighted admissions form between the dates of April 15 – June 15 for potential admission in the Fall class. Students with the highest scores will receive an admissions letter and intent form.
- Program orientation is required prior to class start date. Students will be notified in advance of orientation date and time.
- To graduate with an associate degree, candidates must meet the computer (CPT) and the Anatomy/Physiology (BIO) requirements. CPT and BIO coursework must be within five years.
- A grade of "C" or higher is required in all coursework to complete the program.

Recommended Program Schedule

First Semester - Fall

BIO	210	Anatomy & Physiology I*/+/**	4.0
EMS	110	Basic Emergency Medical Care	5.0
ENG	101	English Composition I*	3.0
MAT	120	Probability & Statistics*/ #	3.0

Second Semester - Spring

EMS	112	Intermediate Emergency Medical Technician	3.0
BIO	211	Anatomy & Physiology II*/+	4.0
CPT	101	Introduction to Computers	3.0
SPC	200	Introduction to Speech Communication*	3.0
		or	
SPC	205	Public Speaking*	3.0
		or	
SPC	209	Interpersonal Communication*	3.0

Third Semester - Summer

EMS	120	Pharmacology	3.0
EMS	217	Introduction to Electrocardiography	2.0
EMS	220	Paramedic Internship I	3.0
		Humanities course*	3.0

Fourth Semester - Fall

EMS	119	Emergency Medical Services Operations	2.0
EMS	211	Advanced Clinical Experience I	3.0
EMS	213	Advanced Emergency Medical Care II	4.0
EMS	221	Paramedic Internship II	3.0
PSY	201	General Psychology*	3.0

Fifth Semester - Spring

EMS	210	Advanced Emergency Medical Care I	5.0
EMS	214	Advanced Clinical Experience II	3.0
EMS	218	EMS Management Seminar	2.0
EMS	222	Paramedic Internship III	3.0

Total credit hours **67.0**

Note: Please contact your advisor for other program options.

* General Education course
# May substitute MAT 109 College Algebra with Modeling
** Must be completed by the fourth semester
+ BIO 112 and BIO 216 may be taken in lieu of BIO 210 and BIO 211

EMT-Paramedic
Certificate in Applied Science

Mission Statement:
The mission of the Greenville Technical College EMT Department is to prepare entry-level paramedics through education in accordance with the highest professional standards and by using the latest advances in pre-hospital and health care education technology, while instilling in the students the personal attributes of compassion, honesty, and integrity in relationships with patients, families, and the medical community. The department will utilize faculty that are committed to achieving and maintaining the highest standards ethically, academically, professionally, and personally while serving as a model of exemplary leadership within the pre-hospital community.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day and evening

Type of Degree:
Certificate

Professional Credentials:
EMT, Advanced EMT, and Paramedic by the National Registry of EMTs (subject to passing exam), CPR, ACLS, PALS, ITLS, AMLS

Program Accreditation:
Commission on Accreditation of Allied Health Educational Programs (CAAHEP)
1361 Park St., Clearwater, FL, 33756, 727-210-2350 upon the recommendation of the
Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP)
Suite 305-599, 4101 W. Green Oaks Blvd., Arlington, TX 76016, 817-330-0080

Employment Opportunities:
Emergency medical services, industry, hospitals

- This program covers all aspects of the paramedic profession and is designed to integrate both theory and practical "hands-on" educational experiences.
- Prior to acceptance, students must meet college entrance requirements and
  - ❏ Attend a Career Talk session for the program. (Career Talk is valid for two years).
  - ❏ Meet criteria on SAT, ACT, or college placement tests (ASSET/COMPASS) to be placed into ENG 101 and MAT 032 or provide proof of transfer credit for both.
  - ❏ Pre-requisites: completion of BIO 210 and BIO 211 or BIO 112 and BIO 216 with a grade of "C" or better.
  - ❏ Must have and maintain a current SC or National Registry EMT (Intermediate) certification throughout the course or successful completion of EMS 112.
  - ❏ Be 18 years of age or have permission from the department head.
  - ❏ Have a high school diploma or GED approved by, and on file, in the Admissions Office.
  - ❏ Complete a health physical and all required vaccinations.
  - ❏ Must provide current CPR certification (AMA: Healthcare Provider CPR)
  - ❏ Have a negative 10-panel drug screen for clinical and internship eligibility. Random drug screens may be performed throughout the program.
  - ❏ Have a crime-free criminal background check for clinical and internship eligibility.
  - ❏ Be able to attend all internship and clinical experiences.
- The five semester program will admit students in Fall and Spring semesters. Paramedic candidates will be admitted in Summer and Fall semesters.
- Seating Process: Submit a weighted admissions form between the dates of January 15-March 15 for potential admission in the Summer class. Submit a weighted admissions form between the dates of April 15-June 15 for potential admission in the Fall class. Students with the highest scores will receive an admissions letter and intent form.
- Program orientation is required prior to class starting date. Students will be notified in advance of orientation date and time.

Recommended Program Schedule

EMS 119	Emergency Medical Services Operations	2.0
EMS 120	Pharmacology	3.0
EMS 210	Advanced Emergency Medical Care I	5.0
EMS 213	Advanced Emergency Medical Care II	4.0
EMS 217	Introduction to Electrocardiography	2.0
EMS 218	EMS Management Seminar	2.0
EMS 220	Paramedic Internship I	3.0
EMS 221	Paramedic Internship II	3.0
EMS 222	Paramedic Internship III	3.0
EMS 211	Advanced Clinical Experience I	3.0
EMS 214	Advanced Clinical Experience II	3.0
Total credit hours		**33.0**

Post-Initial Paramedic Training

Prerequisite:
Currently certified paramedic, RN, or other health care provider certification or by permission of the department head.

- In order to enroll for EMS 225, students must have
  - ❏ A minimum of two years of documented ALS experience
  - ❏ Current certifications in CPR, ACLS, PALS, and ITLS (or equivalent) (Documentation required)
  - ❏ A letter of recommendation from provider's medical director or supervisor
  - ❏ A brief resumé and copy of employee health and immunization records, including TB

Post-Initial Paramedic Training Courses:

EMS	115	International Trauma Life Support (ITLS)	1.0
EMS	116	Advanced Cardiac Life Support (ACLS)	1.0
EMS	117	Pediatric Advanced Life Support (PALS)	1.0
EMS	118	Advanced Medical Life Support (AMLS)	1.0
EMS	200	Paramedic Refresher	2.0
EMS	202	EMT-Basic (Refresher)	2.0
EMS	203	EMT-Intermediate (Refresher)	2.0
EMS	225	Critical Care Transport Paramedic	4.0

General Technology
Associate in Applied Science

Students work with their advisors to develop a specific contract for the courses they will take under the General Technology Associate in Applied Science degree.

General Education Courses Required **15 SHC**

- Written communications course
- Oral communications course
- Mathematics/Natural Sciences course
- Social/Behavioral Science course
- Humanities/Fine Arts course

Major Courses Required **40 SHC**

- The required core consists of a primary and a secondary technical specialty.
- Primary Technical Specialty* — minimum of 28 semester hours credit in a single content area from an approved degree, diploma, or certificate program at the college.
- Secondary Technical Specialty* — minimum of 12 semester hours credit in another technical area.

Additional Hours Required **5-29 SHC****

- Students will work with a program advisor to choose electives that meet industry needs and the requirements of the students' major.
- To graduate with an associate degree, candidates must meet the computer competency requirements by taking CPT 101.

* Technical specialties shall be chosen by students with guidance from their faculty advisor. Students adapt their program to employment objectives and compatible interests.
** 60 credit hours are required to earn the General Technology Associate in Applied Science degree.
Students' contracted programs must be approved by the department head of the primary technical specialty.

Health Information Management

Health Information Management
Associate in Applied Science

Mission Statement:
The mission of the Health Information Management program at Greenville Technical College is to provide our graduates with the skills and knowledge needed by our community of employers to perform the many and varied functions required of Health Information Management professionals.

Type of Program:
Phase I: Day, night, weekend, or online, full time or part time; Phase II: Day with online component (full time - fall start only); online (part time - spring or fall start)

Type of Degree:
Associate degree of Applied Science with a major in Health Information Management

Professional Credentials:
Registered Health Information Technician (RHIT) subject to passing national certifying examination administered by the American Health Information Management Association

Program Accreditation:
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Employment Opportunities:
Acute care facilities, ambulatory health care facilities, industrial clinics, state and federal health agencies, long-term healthcare facilities, insurance companies, law practices

- This program represents a continuum of practice concerned with health-related information and the management of systems to collect, store, process, analyze, disseminate and communicate information related to the research, planning, provision, financing and evaluation of health care services.
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work and may be completed at Greenville Tech or any articulating college, or other regionally accredited institution. Students may apply for Phase II as they near completion of Phase I courses. Phase II includes all of the Health Information course work.
- Phase II is available at Greenville Tech's Greer Campus and online.
- Professional Practice Experience clinical assignments are required in Phase II and may require travel outside the Greer/Greenville area. The Health Information Management program includes two Professional Practice Experience courses, HIM 152 and HIM 162. Each of the Professional Practice Experience courses are 90 hours. Professional Practice Experiences are completed during normal business hours, Monday through Friday. Students are expected to be able to travel to and arrange accommodations for the Professional Practice Experience assignments if needed.
- **Phase II eligibility requirements:**
  - ❏ **Have completed CPT 101 within five years of anticipated entrance into Phase II.**
  - ❏ Phase I (general education) course work must be completed before the final acceptance into Phase II.
  - ❏ Students must be enrolled in or registered for remaining Phase I course work upon applying to Phase II. Online students may complete Pharmacology (AHS 147) in Phase II.
  - ❏ Have completed Health Information Career Talk (available online).
  - ❏ Attain a minimum cumulative technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a grade of "C" or higher.
  - ❏ Complete and submit the weighted admission form for Phase II designating your intent for the program type; day with online component, or online only. The weighted admission form is available online and must be submitted during the published window period. Instructions for completion and submission of this printable form are included on the application.
- Phase II Admissions Requirements:
  - ❏ Submit a physical exam form with documentation of required immunization. (See details in Health Sciences/Nursing admission requirements.)
  - ❏ Submit a signed criminal background release form.
  - ❏ Students are selected based upon weighted admissions score. Weighted admission criteria is available during Career Talk and is available at the program web page www.gvltec.edu/him.
- Before beginning the Professional Practice Experience, clinical students must
  - ❏ Have a negative 10-panel drug screen.
  - ❏ Have a crime-free criminal background report.
  - ❏ Be able to attend all Professional Practice Experience clinical experiences.

Recommended Program Schedule

PHASE I

First Semester - Fall

AHS	102	Medical Terminology	3.0
BIO	210	Anatomy & Physiology I*	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MAT	109	College Algebra with Modeling*	3.0
		or	
MAT	120	Probability and Statistics* **or higher math**	3.0

Second Semester - Spring

AHS	147	Clinical Pharmacology** (Online only)	3.0
BIO	211	Anatomy & Physiology II*	4.0
ENG	102	English Composition II*	3.0
PSY	201	General Psychology*	3.0
SPC	205	Public Speaking*	3.0
		Humanities Elective*	3.0

PHASE II - Full time progression will vary from online progression

Third Semester - Fall
(Traditional full time day with online component format)

HIM	102	Introduction to Coding & Classification Systems	1.0
HIM	110	Health Information Science I	3.0
HIM	266	Computers in Healthcare	3.0
		(Above three courses taught in first 12 weeks of the semester)	
HIM	115	Medical Records and the Law (online only)	2.0
HIM	135	Medical Pathology (online only)	3.0
HIM	152	Clinical Practice I	2.0
		(Above course taught in the last two weeks of the semester)	

Fourth Semester - Spring

HIM	103	Introduction to Health Information and Coding	3.0
HIM	215	Registries and Statistics	3.0
HIM	216	Coding and Classification I	3.0
HIM	265	Supervisory Principles	3.0

Fifth Semester - Summer

HIM	225	Coding and Classification II	3.0
HIM	227	Senior Professional Competencies	3.0
HIM	120	Health Information Science II	3.0
		(Above three courses taught in the first eight weeks of the semester)	
HIM	162	Clinical Practice II	2.0
		(Above course taught in the last two weeks of the semester)	

Total credit hours **72.0**

*General Education course
**Students enrolled in the on line curriculum will take this class in Phase II
Note: Please contact your assigned HIM advisor for other program and progression options.

Massage Therapy

Massage Therapy
Certificate in Applied Science

Mission Statement:
The mission of the Massage Therapy Certificate program at Greenville Technical College is to offer a stable, reliable, high quality, affordable program to train students in basic therapeutic massage techniques; to educate them about the wellness model and how the human body is affected by massage; to prepare them for their role in the health care community; and to promote professionalism, caring, high ethical conduct, and continuing education among all massage therapists. All faculty associated with the program will maintain high standards of personal and professional integrity.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day or evening (evening program requires some Saturdays)

Type of Degree:
Certificate

Professional Credentials:
Licensed Massage Therapist (must be 18 yrs of age or older; subject to passing massage program and state recognized licensure exam)

Employment Opportunities:
Private practice, physical fitness facilities, hotels/resorts, sports medicine clinics, hospitals and other health care facilities, spas, cruise ships

- This program is offered at Greenville Tech's Greer Campus.
- This program prepares students for entry-level positions as professional massage therapists.
- Graduates of this program are eligible to take the Federation of State Massage Therapy Boards licensure exam as required for SC massage therapy licensure. Fees for the exam are included as a course fee in MTH 125.
- Prior to acceptance, students must attend a Massage Therapy Career Talk session and provide documentation of having received a professional massage.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- This program is offered in two different tracks. Students must choose one sequence to follow through completion of the program:
  - ❏ Part-time Day Program (3 semesters) (Fall or Spring start)
  - ❏ Evening Program (4 semesters—2nd & 4th semesters require Saturday hours) (Fall start only)
- Once admitted to the program, students must
  - ❏ Have a physical exam and immunizations prior to the first day of class (Physical exam form and immunization information and the list of technical standards (physical and mental requirements) are available on the program webpage.)
  - ❏ Attend New Massage Therapy Student orientation. (Students accepted into the program will be notified of date and time.)
  - ❏ Have a crime-free criminal background report for the past 7 years. However, some criminal offenses older than 7 years may prevent admission into and progression through the program.
  - ❏ Have a negative 10-panel drug screen report.
  - ❏ Complete online pre-clinical orientation (Healthstream).

Recommended Program Schedule for day students:

First Semester - Fall			
BIO	110	General Anatomy & Physiology*	3.0
MTH	120	Introduction to Massage	4.0
MTH	121	Principles of Massage I	4.0
Second Semester - Spring			
BIO	238	Musculoskeletal System Anatomy	3.0
MTH	122	Principles of Massage II	4.0
MTH	123	Massage Clinical I	3.0
Third Semester - Summer			
MTH	124	Massage Business Applications	3.0
MTH	125	Massage Externship	4.0
Total credit hours			**28.0**

*General education course

Note: Please contact department for Spring start day and evening program schedules. See *layout* link on Massage Therapy webpage on the Greenville Technical College web site: http://www.gvltec.edu/massage/.

The massage department also offers several electives to enhance the massage student's education. These courses are optional and are not required to complete the program certificate:

MTH 106 Applications & Spa Treatments
This course provides practical experience in the application of spa treatments.

MTH 108 Introduction to Aromatherapy
Introduction to basic aromatherapy skills.

MTH 130 Aromatherapy I
Part 1 of professional level aromatherapy.

MTH 140 Aromatherapy II
Part 2 of professional level aromatherapy

MTH 132 Massage Therapy Seminar
Topics may include but are not limited to hot & cold stone therapy; sports massage; advanced deep tissue technique; or somatic-emotional release.

Medical Imaging Sciences

Radiologic Technology
Associate in Applied Science

Mission Statement:
The mission of the Radiologic Technology program is to meet the needs of the area by providing a pool of qualified graduates for entry-level positions in Radiography who are able to work effectively within an evolving health care community.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Phase I: Day, night or weekend; Phase II: Day (some evening and weekend clinicals required)

Type of Degree:
Associate degree

Professional Credentials:
Registered Radiologic Technologist (subject to passing national certification exam)

Program Accreditation:
Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone: (312) 704-5300; Fax: (312) 704-5304, E-mail: mail@jrcert.org

Employment Opportunities:
Hospitals, clinics, health departments, doctors offices, outpatient imaging centers

- This program instructs students in the production of diagnostic images, patient care and management, and as a technical assistant to radiologists.
- The mission of the Radiologic Technology program is to meet the needs of the area by providing a pool of qualified graduates for entry-level positions in radiography who are able to work effectively within an evolving healthcare community.
- The Student Learning Outcomes and Program Goals of the Radiologic Technology program are
  - ❏ The student will graduate with the necessary skills to function effectively as an entry-level radiographer.
  - ❏ The student will value life-long learning as a means of achieving personal and professional growth.
  - ❏ The student will effectively communicate in a professional manner.
  - ❏ The student will demonstrate critical thinking and problem-solving skills.
- The program will
  - ❏ provide an environment that stimulates collaborative learning.
  - ❏ meet the regional employment needs in Radiography.
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work. Upon successful completion of all Phase I courses, qualified students apply to Phase II, which includes all of the Radiologic Technology course work.
- Clinical assignments are required in Phase II and may require evening or weekend time periods. Transportation is the responsibility of the student.
- Graduates are eligible to sit for the national certification examination administered by the American Registry of Radiologic Technologists.
- **Phase I admission requirements:**
  - ❏ Meet the specific program requirements outlined in Health Sciences/Nursing admissions requirements, excluding the physical exam.
  - ❏ High school level biology, physics, and chemistry are strongly encouraged.
  - ❏ Attend a Career Talk session for the major within two years prior to being accepted into Phase II.
  - ❏ Acceptable ASSET or COMPASS score. Test scores must meet the criteria to be placed into ENG 101 and MAT 109/120.
- **Phase II admission requirements:**
  - ❏ Meet all of the requirements of Phase I.
  - ❏ Complete and submit the Weighted Admission Form with supporting documentation for Phase II prior to May 1.
  - ❏ Attain a minimum technical GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of "C" on the first or second attempt.
  - ❏ Complete all Phase I courses by the end of spring semester prior to fall start of Phase II. BIO 210 and BIO 211 must be completed within five (5) years of applying for Phase II.
  - ❏ Submit a physical exam form completed by licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations once admitted into Phase II.
  - ❏ An acceptable criminal background check is required.
  - ❏ Students must be able to participate in all clinical experiences at all Greenville Hospital System sites in order to complete clinical competency.
  - ❏ A negative 10-panel drug screen will be required.
  - ❏ Students are selected based upon weighted admissions criteria.
  - ❏ Submit documentation of current CPR certification for the health care provider through the American Heart Association (must be maintained throughout Phase II) once admitted into this program.

Recommended Program Schedule

PHASE I
First Semester - Fall

AHS	102	Medical Terminology*	3.0
BIO	210	Anatomy & Physiology I*	4.0
ENG	101	English Composition I*	3.0
MAT	109	College Algebra with Modeling*	3.0

Second Semester - Spring

BIO	211	Anatomy & Physiology II*	4.0
SOC	101	Introduction to Sociology*	3.0
SPC	205	Public Speaking*	3.0
		College Transferable Humanities Elective	3.0

PHASE II (begins each Fall Semester)
Block I - Fall

RAD	101	Introduction to Radiography	2.0
RAD	102	Radiology Patient Care Procedures	2.0
RAD	109	Introduction to Radiographic Imaging	4.0
RAD	130	Radiographic Procedures I	3.0
RAD	152	Applied Radiography I	2.0

Block II - Spring

RAD	115	Radiographic Imaging II	3.0
RAD	121	Radiographic Physics	4.0
RAD	136	Radiographic Procedures II	3.0
RAD	165	Applied Radiography II	5.0

Block III - Summer

RAD	201	Radiation Biology	2.0
RAD	175	Applied Radiography III	5.0
RAD	230	Radiographic Procedures III	3.0

Block IV - Fall

RAD	103	Introduction to Computed Tomography	2.0
RAD	210	Radiographic Imaging III	3.0
RAD	257	Advanced Radiography I	7.0

Block V - Spring

RAD	205	Radiographic Pathology	2.0
RAD	220	Selected Imaging Topics	3.0
RAD	267	Advanced Radiography II	7.0
RAD	283	Imaging Practicum**	3.0

Total credit hours **88.0**

* General Education course
**Optional course for students seeking an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.
Note: Please contact your advisor for other program options.

Computed Tomography
Certificate in Applied Science

Mission Statement:
To provide well trained and knowledgeable, entry-level CT technologists to meet the needs of the medical community.

Entrance Requirements:
Current certification as a radiologic technologist, radiation therapist, or nuclear medicine technologist (ARRT or NMTCB registered). State certification is required, if applicable.

Type of Program:
Full-time, distance education (online with clinical component)

Type of Degree:
Certificate

Professional Credentials:
Registered Computed Tomography Technologist (subject to passing ARRT registry exam)

Employment Opportunities:
Hospitals, outpatient imaging centers, radiation therapy centers, mobile imaging, sales, applications

- This program prepares the post-graduate registered technologist to use x-rays and computed radiologic technology to produce cross-sectional anatomical images of the human body for diagnostic testing, radiation therapy treatment planning, and nuclear medicine PET scanning.
- The Computed Tomography program is a full-time, one-semester program consisting of online didactic courses and clinical requirements performed, if possible, close to the student's home at a local clinical site.
- The clinical component is designed to meet clinical competency requirements of the American Registry of Radiologic Technologist (ARRT).
- Upon successful completion of the program, the student may sit for the ARRT Advanced Registry in Computed Tomography.
- Recent graduates of a radiography, nuclear medicine, and/or radiation therapy program may apply to the program but are required to pass the ARRT registry exam for their discipline no later than four weeks after beginning the Computed Tomography program.
- Prior to acceptance into the program, the student must
  - ❏ Be a registered radiologic technologist (ARRT), radiation therapist (ARRT), or registered nuclear medicine technologist (ARRT or NMTCB) or registry eligible.
  - ❏ Have state certification in radiography, nuclear medicine, or radiation therapy in the state of employment or location of the clinical rotation site.
  - ❏ Have earned a grade of "C" or higher in Anatomy and Physiology I and II.
  - ❏ Meet the specific program requirements outlined in Health Sciences/Nursing admissions requirements.
- General admissions requirements:
  - ❏ Submit a Greenville Tech application with appropriate application fee.
  - ❏ Provide a completed Greenville Tech physical exam form completed by a physician, physician's assistant, or nurse practitioner documenting current immunization requirements.
  - ❏ Submit a copy of current ARRT card and state certification if applicable.
  - ❏ Submit a copy of current CPR card.
  - ❏ Submit official college transcripts documenting completion of a radiography, nuclear medicine, and/or radiation therapy program.
  - ❏ View an online Career Talk Session for the Computed Tomography program.
  - ❏ Complete Pre-Clinical Orientation.
  - ❏ A crime-free criminal background check is required.
  - ❏ Students must be able to attend all clinical experiences.
  - ❏ A negative 10-panel drug screen is required.
- Students must maintain a grade of "C" or higher in all required courses to remain in the program.
- Up to three courses may be taken by non-program registered technologists for continuing education.
- Registered radiologic technologists employed full-time in computed tomography may exempt the clinical component of the program with appropriate documentation and permission of the program coordinator.

Recommended Program Schedule

Fall Semester

AHS	206	Cross-Sectional Anatomy for Medical Imaging	2.0
RAD	103	Introduction to Computed Tomography	2.0
RAD	120	Principles of Computed Tomography	3.0
RAD	135	Computed Tomography Body and Musculoskeletal Protocols	2.0
RAD	140	CT Clinical Applications I	6.0
RAD	145	CT Physics and Instrumentation	3.0
Total credit hours			**18.0**

Students are required to attend a two-hour online class and an average of 18 hours of clinical experience weekly. Students must complete 270 hours of clinical experience for the Computed Tomography program.

Diagnostic Medical Sonography
Associate in Applied Science

Mission Statement:
The mission of the Diagnostic Medical Sonography program is to meet the needs of the area by providing a pool of qualified graduates for entry level positions in sonography.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Phase I: Day, night, or weekend; Phase II: Day

Type of Degree:
Associate degree

Professional Credentials:
Diagnostic Medical Sonographer (subject to passing national certification exam)

Program Accreditation:
Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210.2350, www.caahep.org
Joint Review Committee on Educational in Diagnostic Medical Sonography (JRCDMS), 6021 University Boulevard, Suite 500 Ellicott City, MD 21043; Email address: jrcdms@intersocietal.org; (443) 973-3251

Employment Opportunities:
Hospitals, clinics, physician offices, and outpatient imaging centers.

- Diagnostic Medical Sonography is a technical science that deals with the use of ultrasound for diagnostic purposes in medicine. Sonographers, also known as ultrasound technologists, use high frequency sound waves to image structures within the body.
- The sonographer is responsible for the production of diagnostic images and is a technical assistant to the physician/radiologist. Additional information on the profession can be found at the following web site: www.sdms.org/career
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related course work. Upon successful completion of all Phase I courses, qualified students may apply to Phase II, which includes all Diagnostic Medical Sonography course work.
- Didactic courses are taught on the Barton Campus with clinical training at various clinical affiliates located throughout the Upstate of South Carolina and Western North Carolina.
- Clinical assignments are required in Phase II. Students will be responsible for transportation to their clinical sites.
- Upon successful completion of the program, students will be eligible to take the national certification examination through the American Registry of Diagnostic Medical Sonography (ARDMS) in the areas of Physics & Instrumentation, OB/GYN, and Abdomen. To obtain the RDMS credential, an individual must pass the Ultrasound Physics and Instrumentation examination in addition to at least one other exam component.
- **Phase I admission requirements:**
  - ❏ All individuals seeking to enter the Diagnostic Medical Sonography program must meet the requirements outlined in the Health Science/Nursing admission requirements as stated in the college catalog (excluding physical exam).
  - ❏ High school level biology, physics, and chemistry are strongly encouraged. Keyboarding skills are also recommended.
  - ❏ Attend a Career Talk session for this major within two years prior to being accepted into Phase II.
  - ❏ Acceptable ASSET or COMPASS scores. Test scores must meet the criteria to be placed into ENG 101 and MAT 109/110.
  - ❏ BIO 210 and BIO 211 must be completed no more than five (5) years prior to beginning Phase II. Students who exceed the five year limit must take BIO 211 as a refresher.
  - ❏ Must obtain a minimum grade of "C" or higher with a minimum technical GPA of 2.50. Technical GPA is computed using the 10 general education courses that comprise Phase I.
- **Application process for Phase II:**
  - ❏ Students who anticipate completing all Phase I courses with the appropriate grades and technical GPA are eligible to submit a Weighted Admissions Form for entry into Phase II.
  - ❏ Weighted Admission Forms must be submitted beginning in January and will be accepted no later than May 1.
  - ❏ Students are selected based upon a weighted admissions process. If students are equal in points, selection is based upon the student's technical GPA.
  - ❏ Students who complete all general education courses with the appropriate grade by the end of the spring term will be considered first. Students who complete the general education courses during the summer will be seated only when space is available.
  - ❏ A maximum of 15 students will be accepted.
  - ❏ A negative 10-panel drug screen and an acceptable criminal background check are required for all students accepted into Phase II.
  - ❏ Students must be able to attend all clinical experiences.
  - ❏ Documentation of CPR for the Healthcare Provider certification, through the American Heart Association, must be maintained throughout Phase II.
  - ❏ Accepted students must submit a physical exam form completed by licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.

Recommended Program Schedule

PHASE I

First Semester - Summer

ENG	101	English Composition I*	3.0
AHS	102	Medical Terminology	3.0

Second Semester - Fall

BIO	210	Anatomy & Physiology I*	4.0
MAT	109	College Algebra with Modeling*/**	3.0
PSY	201	General Psychology*	3.0
SPC		Speech Course* (200/205/209)	3.0

Third Semester - Spring

BIO	211	Anatomy & Physiology II*	4.0
RAD	107	Physics for Medical Imaging	3.0
		or	
PHY	201	Physics I*	4.0
CPT	101	Introduction to Computers	3.0
		College transferable Humanities*	3.0

PHASE II

Fourth Semester - Fall

DMS	101	Ultrasound Physics & Instrumentation	2.0
DMS	105	Sonographic Anatomy of the Abdomen	4.0
DMS	117	Gynecology	2.0
DMS	164	Introduction to Clinical Education	2.0
DMS	100	Patient Care for Sonography	2.0

Fifth Semester - Spring

DMS	102	Ultrasound Physics & Instrumentation II	3.0
DMS	116	Abdominal Ultrasound	4.0
DMS	119	Embryology and First Trimester Ultrasound	2.0
DMS	165	Clinical Education II	8.0

Sixth Semester - Summer

DMS	166	Advanced Clinical Education	7.0
DMS	200	Seminars in Sonography	2.0

Seventh Semester - Fall

DMS	124	OB/GYN Sonography II	2.0
DMS	130	Selected Topics in Sonography	2.0
DMS	167	Imaging Practicum	8.0

Total credit hours **82.0/83.0**

* General Education course — complete these courses (or equivalent) as prerequisite requirements with a grade of "C" or higher.
**MAT 120 will NOT be accepted in lieu of MAT 109.
Anatomy and Physiology course must be either BIO 210/211 or the BIO 215/216 combination.

Magnetic Resonance Imaging
Certificate in Applied Science

Mission Statement:
To provide well trained and knowledgeable, entry-level MRI technologists to meet the needs of the medical community.

Entrance Requirements:
Registered Technologist (American Registry of Radiologic Technologists)

Type of Program:
Weekday/Online (weekday clinical component)

Type of Degree:
Certificate

Professional Credentials:
Registered Magnetic Resonance Technologist (subject to passing national certification exam)

Employment Opportunities:
Hospitals, private diagnostic offices, mobile imaging companies, sales, applications

- This program prepares students to use high-field magnet and radio-frequency waves to obtain cross-sectional anatomical images of the human body.
- Greenville Tech offers a two-semester (nine-month) certificate program. This is a post-graduate program for the two-year credentialed radiographer.
- Upon completion of the program, an individual will be prepared to challenge the ARRT Advanced Registry in Magnetic Resonance Imaging.
- Didactic courses will be taught online with various clinical sites being utilized.
- Prior to acceptance students must
  - ❏ Meet the specific program requirements outlined in Health Sciences admissions requirements.
  - ❏ Hold credentials with the American Registry of Radiologic Technologists (ARRT) in either radiography, nuclear medicine, or radiation therapy, and submit a photocopy.
  - ❏ New graduates are eligible for application, but are required to pass the ARRT Radiography exam within four weeks of the start of the program.
  - ❏ Have earned at least a grade of "C" in Anatomy and Physiology.
  - ❏ Forward an official copy of college transcript and proof of high school graduation.
  - ❏ Have a physical examination by a licensed, practicing physician indicating good physical and mental health and current immunization history (form available from advisor).
  - ❏ View an online Career Talk Session for the major.
  - ❏ Submit a current CPR card.
  - ❏ Submit an acceptable criminal background check.
  - ❏ Submit a negative 10-panel drug screen.
  - ❏ Complete Program Orientation (scheduled for accepted students every August)
  - ❏ Complete Pre-Clinical Orientation
- Students must obtain grade of "C" or higher in all program courses to continue in the program.
- Students are required to attend a two-hour online class two days/week and an average of 18 hours of clinical experience weekly.
- Students must complete a total of 495 hours of clinical experience for the MRI program.

Recommended Program Schedule

First Semester - Fall

MRI	101	Introduction to MRI	1.0
MRI	102	MRI Patient Care	1.0
MRI	111	MRI Physics	5.0
MRI	140	MR Imaging of the Head & Neck	2.0
AHS	206	Cross-sectional Anatomy for Imaging Professionals	2.0
MRI	152	MRI Clinical Practicum I	6.0

Second Semester - Spring

MRI	121	Advanced MR Imaging Techniques	5.0
MRI	141	MR Imaging of Musculoskeletal & Spine Study	2.0
MRI	142	MR Imaging of the Thorax	2.0
MRI	143	MR Imaging of the Abdomen and Pelvis	2.0
MRI	162	MRI Clinical Practicum II	5.0

Total credit hours **33.0**

Mammography
Certificate in Applied Science

Mission Statement:
The mission of the Mammography program is to meet the needs of the mammography profession by providing radiographers with the content knowledge and cognitive skills to perform the tasks typically required of technologists employed in the specialized area of mammography.

Entrance Requirements:
Registered Technologist in Radiography (American Registry of Radiologic Technologists)

Type of Program:
Online; weekday clinical hours required

Type of Degree:
Certificate

Professional Credentials:
Registered Mammographer (subject to passing national certification exam)

Employment Opportunities:
Hospitals, clinics, private offices

- Mammography is an advanced-level specialty imaging procedure that uses dedicated mammography equipment to produce low dose, high contrast, and high-resolution images. Mammography is the primary means of early detection of breast cancer.
- This flexible program prepares students to use x-rays to produce mammograms used for diagnostic and screening purposes.
- Registered radiographers take the entire 16-credit hour certificate program, a sequence of courses that takes the student from the basics of mammography through clinical applications.
- Didactic courses are taught online. Whenever possible, a clinical site near the student's home will be used for the competency-based clinical applications course.
- As a student in mammography, the registered radiographer learns to operate dedicated mammography units and accessory equipment under the direction of a registered mammographer. In addition to the technical skills of mammography, the student learns the special patient education and communications skills that the mammographer uses to provide quality customer service. The graduate should have all the necessary skills and knowledge to perform mammography with minimal orientation to a mammography facility.
- Graduates are eligible to apply to the American Registry of Radiologic Technologist (ARRT) to take the advanced level certification exam.
- **General admission requirements:**
  - ❏ Submit a Greenville Technical College application for admission along with the application fee.
  - ❏ Mark application major as Mammography.
  - ❏ Send official college transcripts.
  - ❏ Send proof of high school graduation if the applicant completed a hospital-based radiography program rather than a college program.
  - ❏ Complete the online Career Talk for Mammography.
  - ❏ Be a graduate of an accredited radiography program.
  - ❏ Must be certified in radiography through the ARRT and the state in which clinical experience will be completed (if applicable).
  - ❏ Provide proof of active employment in radiography if required radiography course work was completed more than five years ago.
  - ❏ Physical by a licensed practicing physician or a certified nurse practitioner and documentation of required immunizations using the Greenville Tech physical form.
  - ❏ Complete online pre-clinical orientation for mammography (HealthStream) prior to the beginning of classes.
  - ❏ Submit current American Heart Association-Healthcare Provider CPR certification.
  - ❏ Submit ARRT certification and state certification (if applicable).
  - ❏ Students who enroll in RAD 295 are required to have a crime-free criminal background check and a negative 10-panel drug screen.
  - ❏ Students must be able to attend all clinical experiences.
- The Mammography program is a full-time, one-semester program designed to meet the requirements of the Mammography Standards Act (MQSA) as detailed on the Federal Drug Administration website and the competency requirements of the ARRT to take the Mammography Registry Exam.
- Courses may be taken by registered radiographers for continuing education.

Recommended Program Schedule

First Semester - Fall

RAD	290	Introduction to Breast Imaging	1.0
RAD	291	Principles of Breast Imaging I	4.0
RAD	292	Principles of Breast Imaging II	3.0
RAD	293	Principles of Breast Imaging III	3.0
RAD	295	Clinical Practicum in Breast Imaging	5.0
RAD	*118**	*Seminars in Mammography*	1.0
Total credit hours			**16.0**

* Optional course for students who wish to enroll.

Note: Please contact the Mammography program coordinator by calling the Medical Imaging Department at (864) 250-8290 for other program options.

Medical Laboratory Technology

Medical Laboratory Technology
Associate in Applied Science

Mission Statement:
The mission of the Medical Laboratory Technology program is to provide the highest quality learning opportunities, primarily to the residents of Greenville County. Specifically, the program strives to produce graduates who are proficient in the entry level skills required of a Medical Laboratory Technician. In addition to specific technical skills, graduates have opportunities to acquire competence in critical thinking, problem solving, written and oral communication, computing, teamwork, and other skills that enhance their professional careers. Upon completion of the MLT program, students are awarded an Associate in Applied Science degree in Medical Laboratory Technology and are eligible to take a national certification exam. The majority of graduates become employed in a clinical laboratory setting.

Entrance Requirements:
Acceptable ASSET or COMPASS score, 19 ACT or 920 SAT; high school algebra, biology & chemistry are strongly recommended

Type of Program:
Day

Type of Degree:
Associate degree

Professional Credentials:
Medical Laboratory Technician (subject to passing exam)

Program Accreditation:
National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018; (773) 714-8880

Employment Opportunities:
Hospitals, private offices, blood centers, industrial/pharmaceutical labs

- This program trains students to analyze human blood, body fluids, or tissue samples to detect and diagnose diseases using microscopes, blood analyzers, and other scientific equipment.
- Prior to acceptance students must
  - ❏ Meet the specific program requirements outlined in Health Sciences/Nursing admissions requirements.
  - ❏ Have completed CHM 100 or CHM 110 with a grade of "C" or higher.
  - ❏ Be eligible for enrollment in MAT 109 and ENG 101.
  - ❏ Have a cumulative GPA of 2.5 for related courses already taken.
  - ❏ Complete a Career Talk session for the major within the last two years.
  - ❏ Submit a completed MLT Weighted Admission form between May 15 and June 15. Students are selected based on a weighted admissions process. Students with the highest scores will receive an admissions letter and intent form. To reserve a seat, students must pay a $100 non-refundable deposit. Formal acceptance is contingent upon a crime-free criminal background check and a negative drug screening.
  - ❏ Have a negative 10-panel drug screen.
  - ❏ Have a crime-free criminal background check.
- Students must be able to attend all clinical experiences.
- Graduates are eligible to sit for the national registry examinations.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Summer

BIO	216	Physiology*	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0

Second Semester - Fall

MLT	101	Introduction to Medical Laboratory Technology	2.0
MLT	130	Clinical Chemistry	4.0
MLT	115	Immunology	3.0
MLT	105	Medical Microbiology	4.0
MAT	120	Probability & Statistics*	3.0
		or	
MAT	109	College Algebra with Modeling*	

Third Semester - Spring

MLT	120	Immunohematology	4.0
MLT	110	Hematology	4.0
MLT	230	Advanced Clinical Chemistry	4.0
MLT	205	Advanced Microbiology	4.0

Fourth Semester - Summer

MLT	108	Urinalysis and Body Fluids	3.0
MLT	210	Advanced Hematology	4.0
MLT	241	Medical Laboratory Transition	3.0
		Humanities/Fine Arts course*/**	3.0

Fifth Semester - Fall

MLT	251	Clinical Experience I	5.0
MLT	252	Clinical Experience II	5.0
SPC	205	Public Speaking*	3.0

Sixth Semester - Spring

PSY	201	General Psychology*	3.0
MLT	253	Clinical Experience III	5.0
MLT	254	Clinical Experience IV	5.0

Total credit hours **81.0**

This is an ideal plan for taking the required courses. Specific class schedules and progression through the program depend on the varying circumstances of the individual.

*General Education course
**It is strongly recommended that one of the following courses be selected for the three-hour Humanities elective: FRE 101 and 102; GER 101and 102; SPA 101and 102, 201, or 202; ART 101 or 105; HIS 101, 102, 106, 112, or 115; MUS 105; THE 101; REL 101 or 201; or HSS 105.

Nursing
Associate in Applied Science

Mission Statement:
The Nursing Department is dedicated to the preparation of individuals to meet the health care needs of the public. Graduate nurses will be able to meet the healthcare needs of clients, families, and communities while recognizing the need for an individualized care plan. Faculty strive to incorporate essential competencies for nurse educators while preparing graduates that will become the future of the nursing profession.

Entrance Requirements:
Acceptable ASSET or COMPASS score (or ACT or SAT score)

Type of Program:
Day — Please note that this program contains two years of clinical work. Typically general education courses have to be complete to be competitive during the weighted admissions process for the clinical seats which can add to the overall length of the program.

Type of Degree:
Associate degree

Professional Credentials:
Registered Nurse (subject to passing exam)

Program Accreditation:
South Carolina Department of Labor, Licensing and Regulation, State Board of Nursing for South Carolina, Synergy Business Park, Kingstree Building, 110 Centerview Dr., Suite 202, Columbia, SC 29210 (803) 896-4550
National Leaguefor Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326 (404) 975-5000, www.nlnac.org

Employment Opportunities:
Hospitals, nursing homes, clinics, physicians' offices, home health agencies, industrial nursing

- This program covers all aspects of the nursing profession and is designed to integrate both theory and practical "hands-on" educational experiences.
- In order to be eligible for seating into the program, students must meet college admission requirements and
  - ❏ Attend Career Talk (current within two years).
  - ❏ Meet criteria on SAT, ACT, or college placement tests (ASSET/COMPASS) to be placed into ENG 101 and MAT 120 and meet reading requirement, or transferred ENG 101 and MAT 120 or exited all developmental courses (reading, English, math and completion of MAT 102).
  - ❏ Have a technical GPA of 2.50.
- Students are admitted Fall, Spring, and Summer semesters.
- Seating Process: Submit a weighted admission form between the dates of Dec. 15 -— Feb. 15 for potential admission into one of the summer/fall classes. Submit a weighted admission form between the dates of July 15 — Sept. 15 for potential admission into one of the spring classes.
  - ❏ Students with the highest scores will receive an admissions letter, an intent form used to pay the $100 deposit, a criminal background information sheet and physical exam with detailed written requirements.
  - ❏ To reserve a seat, students must pay $100 non-refundable deposit, complete the physical exam form (physical may not be more than 12 months prior to beginning NUR courses), and complete criminal background information sheet by due date set in admission letter. Formal acceptance is contigent upon a crime-free criminal background check and a negative drug screening.
- The following general education classes can be taken with NUR courses or prior to entering the NUR program: BIO 210 Anatomy & Physiology I; BIO 211 Anatomy & Physiology II; BIO 225 Microbiology; MAT 120 Probability & Statistics; PSY 201 General Psychology; ENG 101 English Composition I; SPC 205 Public Speaking; and a university transferable Humanities course (see catalog description of a university transferable Humanities).
- A grade of "C" or higher is required in all related general education courses.
- A grade of "C" or higher is required in biophysical science courses. Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program. Biophysical science courses may be repeated one time only to achieve a passing grade.
- Students must have evidence of valid healthcare provider CPR certification, preclinical orientation, completed health physical, and documentation of required immunizations as a course requirement for AHS 160.
- A negative 10-panel drug screen is required for clinical eligibility. Random drug screens may be performed throughout the program.
- A crime-free criminal background check is required for clinical experiences. Students must be able to attend all clinical experiences.
- Any student who has ever been convicted of a crime or felony must contact the South Carolina Board of Nursing for further instructions related to state licensure.
- AHS 160 and NUR courses are five weeks in length.
- Students will be required to take comprehensive competency exams for theory and skills at the end of the 100-level nursing

courses and will be required to make a satisfactory score on the exam prior to progressing into the 200-level nursing courses. If the students are unsuccessful on competency testing they will be required to stop program progression for a minimum of five weeks, remediate and retest. Further unsuccessful attempts will result in having to exit the program at the LPN exit (completion of Block IV).

- Students will be required to take comprehensive competency exams for theory and skill at the end of the 200-level nursing courses and will be required to remediate and make a satisfactory score on the exam prior to graduation or taking the RN licensure exam.

Recommended Program Schedule

Revision of the nursing curriculum is in progress and implementation of the new curriculum is expected to begin in fall 2012. Please note that general education courses will remain the same.

PHASE I

Block I

AHS	160	Introduction to Health	1.0
BIO	210	Anatomy & Physiology I*	4.0
ENG	101	English Composition I*	3.0
MAT	120	Probability and Statistics*	3.0
NUR	108	Patient Care Skills I	1.0
NUR	109	Clinical Application	1.0
NUR	112	Patient Care Skills II	2.0
NUR	113	Clinical Applications II	1.0

PHASE II

Block II

BIO	211	Anatomy & Physiology II*	4.0
NUR	114	Introduction to Nursing	1.0
NUR	116	Health Promotion Across the Lifespan I	1.0
NUR	117	Clinical Applications IV	2.0
NUR	118	Alterations in Health I	1.0
NUR	119	Clinical Applications V	2.0
NUR	133	Clinical Applications III	2.0
PSY	201	General Psychology*/**	3.0

Block III

BIO	225	Microbiology*	4.0
NUR	122	Alterations in Health II	1.0
NUR	123	Clinical Applications VI	2.0
NUR	124	Health Promotion Across the Lifespan II	1.0
NUR	125	Clinical Applications VII	2.0
NUR	126	Alterations in Health III	1.0
NUR	127	Clinical Applications VIII	2.0
SPC	205	Public Speaking*/**	3.0

Block IV

NUR	128	Health Promotion Across the Lifespan III	1.0
NUR	129	Clinical Applications IX	2.0
NUR	132	Teamwork and Leadership	1.0

PHASE III

Block V

NUR	222	Advanced Alterations in Health I	1.0
NUR	223	Advanced Clinical Applications I	2.0
NUR	224	Advanced Alterations in Health II	1.0
NUR	225	Advanced Clinical Applications II	2.0
		Humanities elective*/**	3.0

Block VI

NUR	226	Health Promotion Across the Lifespan IV	1.0
NUR	228	Advanced Alterations in Health III	1.0
NUR	231	Advanced Clinical Applications III	2.0
NUR	270	Principles of Management and Leadership	1.0
NUR	271	Management and Leadership Practicum	2.0

Total credit hours **68.0**

*General Education course
**Must be college transferable

For students who hold a South Carolina LPN license:

- Prior to acceptance students must
  - ❑ Meet college admissions requirements.
  - ❑ Meet program eligibility requirements including
    - Δ Be a graduate of a NLNAC-accredited Practical Nursing program. If not, successful completion of NUR 190 is required.
    - Δ Hold an active South Carolina LPN license.
    - Δ Be employed within the past six months in an acute care or long-term care facility as a practicing nurse in a relevant job.
    - Δ Have current letters of recommendation from a school of nursing and/or current employer.
    - Δ Have attended Career Talk (current within two years).
    - Δ Have attended a pre-admission interview.
  - ❑ Meet program admissions requirements including
    - Δ Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
    - Δ NOTE: Greenville Tech LPN graduates after January 1, 2002, are exempt from NUR 201 and NUR 230 but must have completed all ADN general education courses and return within 12 months of completion of the LPN program.
  - ❑ Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
  - ❑ Biophysical science courses may be repeated only one time to achieve a passing grade.
  - ❑ BIO 216 may be taken to validate an expired biology course.
  - ❑ BIO 112 (or BIO 215) and BIO 216 may be substituted for BIO 210 and 211.
  - ❑ Students will receive credit for Phase I and Phase II of the ADN program and can enter Phase III based on space availability after successfully completing NUR 230 and NUR 201.
- Prior to entering clinical the student must
  - ❑ Have evidence of valid healthcare provider CPR certification.
  - ❑ Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
  - ❑ Have a crime-free criminal background check. Students must be able to attend all clinical experiences.

Required General Education courses:

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
ENG	101	English Composition I*	3.0
MAT	120	Probability & Statistics*	3.0
PSY	201	General Psychology*/**	3.0
SPC	205	Public Speaking*/**	3.0
		Humanities Elective*/**	3.0

Phase I and Phase II additional requirements

NUR	230	Physical Assessment	3.0
NUR	201	Transition Nursing	3.0

Recommended Program Schedule

PHASE III

Block V

NUR	222	Advanced Alterations in Health I	1.0
NUR	223	Advanced Clinical Applications I	2.0
NUR	224	Advanced Alterations in Health II	1.0
NUR	225	Advanced Clinical Applications II	2.0

Block VI

NUR	226	Health Promotion Across the Lifespan IV	1.0
NUR	228	Advanced Alterations in Health III	1.0
NUR	231	Advanced Clinical Applications III	2.0
NUR	270	Principles of Management and Leadership	1.0
NUR	271	Management and Leadership Practicum	2.0

Total credit hours **46.0**

*General Education course
**Must be college transferable

For students who hold an active SC paramedic license and an associate degree:

- Prior to acceptance students must
  - ❑ Meet college admissions requirements.
  - ❑ Meet program eligibility requirements including
    - Δ Be a graduate of an associate degree program from a regionally accredited college.
    - Δ Be a graduate of a state-approved Paramedic program.
    - Δ Hold an active South Carolina Paramedic license.
    - Δ Be employed within the past 6 months as a paramedic in a relevant job.
    - Δ Have current letters of recommendation from a paramedic school and/or current employer.
    - Δ Have attended CareerTalk (current within two years).
    - Δ Have attended a pre-admission interview.
  - ❑ Meet program admissions requirements including
    - Δ Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
    - Δ Satisfactory completion of NUR 190.
  - ❑ Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
  - ❑ Biophysical science courses may be repeated only one time to achieve a passing grade.
  - ❑ BIO 216 may be taken to validate an expired biology course.
  - ❑ BIO 112 (or BIO 215) and BIO 216 may be substituted for BIO 210 and 211.
  - ❑ Students will receive credit for Phase I and Phase II of the ADN program and can enter Phase III based on space availability after successful completion of NUR 190, NUR 201, and NUR 230.
- Prior to entering clinicals the student must
  - ❑ Have evidence of valid healthcare provider CPR certification.
  - ❑ Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
  - ❑ Have a crime-free criminal background check. Students must be able to attend all clinical experiences.

Required General Education courses:

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
MAT	120	Probability & Statistics*	3.0
ENG	101	English Composition I*	3.0
SPC	205	Public Speaking*	3.0
PSY	201	General Psychology*/**	3.0
		Humanities Elective*/**	3.0

Recommended Program Schedule

NUR	190	Fundamental Nursing and Patient Care Skills	1.0
NUR	201	Transition Nursing	3.0
NUR	230	Physical Assessment	3.0

Phase III

Block V

NUR	222	Advanced Alterations in Health I	1.0
NUR	223	Advanced Clinical Applications I	2.0
NUR	224	Advanced Alterations in Health II	1.0
NUR	225	Advanced Clinical Applications II	2.0

Block VI

NUR	226	Health Promotion Across the Lifespan IV	1.0
NUR	228	Advanced Alterations in Health III	1.0
NUR	231	Advanced Clinical Applications III	2.0
NUR	270	Principles of Management and Leadership	1.0
NUR	271	Management and Leadership Practicum	2.0

Total credit hours **47.0**

*General Education course
**Must be college transferable

For students who are certified respiratory therapists:

- Prior to acceptance students must
  - ❏ Meet college admissions requirements.
  - ❏ Meet program eligibility requirements including
    - Δ Be a graduate of an associate degree program from a regionally accredited college.
    - Δ Be a graduate of state-approved Respiratory Therapy program.
    - Δ Hold an active South Carolina respiratory therapist license.
    - Δ Be employed within 6 months as a respiratory therapist in a relevant job.
    - Δ Have current letters of recommendation from a respiratory therapy school and/or current employer.
    - Δ Have attended CareerTalk (current within two years).
    - Δ Have attended a pre-admission interview
  - ❏ Meet program admissions requirements including
    - Δ Have completed all general education courses (listed below) and have a technical GPA of 2.50 (required for general education courses).
    - Δ Satisfactory completion of NUR 190.
  - ❏ Biophysical science courses must be completed within five years of entering the clinical phase of the Nursing program.
  - ❏ Biophysical science courses may be repeated only one time to achieve a passing grade.
  - ❏ BIO 216 may be taken to validate an expired biology course.
  - ❏ BIO 112 (or BIO 215) and BIO 216 may be substituted for BIO 210 and 211.
  - ❏ Students will receive credit for Phase I and Phase II of the ADN program and can enter Phase III based on space availability after successful completion of NUR 201, NUR 230, and NUR 190.
- Prior to entering clinicals the student must:
  - ❏ Have evidence of valid healthcare provider CPR certification.
  - ❏ Have a negative 10-panel drug screen for clinical eligibility. Random drug screens may be performed throughout the program.
  - ❏ Have a crime-free criminal background check. Students must be able to attend all clinical experiences.

Required General E ducation courses:

BIO	210	Anatomy & Physiology I*	4.0
BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
MAT	120	Probability & Statistics*	3.0
ENG	101	English Composition I*	3.0
SPC	205	Public Speaking*/**	3.0
PSY	201	General Psychology*/**	3.0
		Humanities Elective*/**	3.0

Recommended Program Schedule

NUR	230	Physical Assessment	3.0
NUR	190	Fundamental Nursing and Patient Care Skills	1.0
NUR	201	Transition Nursing	3.0

PHASE III

Block V

NUR	222	Advanced Alterations in Health I	1.0
NUR	223	Advanced Clinical Applications I	2.0
NUR	224	Advanced Alterations in Health II	1.0
NUR	225	Advanced Clinical Applications II	2.0

Block VI

NUR	226	Health Promotion Across the Lifespan IV	1.0
NUR	228	Advanced Alterations in Health III	1.0
NUR	231	Advanced Clinical Applications III	2.0
NUR	270	Principles of Management and Leadership	1.0
NUR	271	Management and Leadership Practicum	2.0

Total credit hours **47.0**

*General Education course
**Must be college transferable

Nursing
Associate Degree in Applied Science
Transfer Track for Bachelor's Degree in Nursing (RN/BS Track)

Courses offered within the Nursing Associate in Applied Science degree program provide access and transfer to Bachelor of Science Nursing programs. Students will have a curriculum sequence in the Nursing associate degree that provides a two-year sequence meeting the requirements for the Associate in Applied Science degree, which students will receive upon completion and the student will be eligible to take the SC Board of Nursing licensure examination (NCLEX) for Registered Nursing.

After completion of the Nursing associate degree program requirements, those students planning to pursue a bachelor's degree in nursing are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for this track is very specific and leaves little opportunity for error in choosing classes. It is very important that students discuss curriculum and transfer requirements with their assigned academic advisor and with a transfer advisor at the four-year institution of their choice. It is most beneficial to the student if these discussions begin as soon as the choice to major in nursing at a four-year institution has been made.

Academic advising staff serving the Health Science/Nursing Division will be an excellent resource for students considering this academic option. High school preparation for nursing should include a strong emphasis on mathematics, science and basic English skills. Students not meeting the requirements for entry into MAT 120 and ENG 101 will have preparatory work to complete and may need more than proposed semesters to finish the nursing transfer course sequence.

- Choose any university transferable course not being used to meet other general education requirements for associate degree. See your academic advisor for more information.
- Please note, only grades of "C" or better are considered for transfer credit.
- Completion of Associate in Applied Science with a major in Nursing, current SC licensure as a registered nurse, and completion of the above additional general education requirements are required.

Recommended Program Schedule

Completion of Nursing Associate Curriculum
Phase I-Block I
Phase II- Block II, Block III, & Block IV
Phase III- Block V

Additional General Education requirements to transfer to a Bachelor of Science Nursing program (Students should meet with advisor from program of choice to assure program specific requirements are met.)

RN-BS General Education Requirements			
ENG	102	English Composition II	3.0
SOC	101	Introduction to Sociology	3.0
Mathematics Requirement: Choose one-3.0			
MAT	220	Advanced Statistics	3.0
MAT	109	College Algebra with Modeling	3.0
MAT	110	College Algebra	3.0
General College Sciences: Choose 4.0 - 8.0 hrs			
BIO	101	Biological Science I	4.0
BIO	102	Biological Science II	4.0
CHM	105	General Organic & Biochemistry	4.0
CHM	106	Contemporary Chemistry I	4.0
CHM	107	Contemporary Chemistry II	4.0
CHM	110	College Chemistry I	4.0
CHM	111	College Chemistry II	4.0
Humanities: Choose 6.0-13.0 hrs			
Literature, History, Foreign Language, Music, Theatre, Philosophy, or Religion			
Electives: Choose 7.0-13.0 hrs			
BIO	240	Nutrition	3.0
PSY	203	Human Growth & Development	3.0
PSC	201	American Government	3.0
NUR	230	Physical Assessment	3.0
Total credit hours:			**33.0-36.0**

Patient Care Technician
Certificate in Applied Science

Mission Statement:
The Patient Care Technician program has designed a curriculum that is educationally flexible and provides career mobility. Graduates are prepared to practice safely within their identified scope of practice and to promote, protect, and improve the health of the diverse community. Further, it is the mission of the Patient Care Technician Program to actively develop and maintain collaborative partnerships with its diverse health care community and meet rapidly changing employment needs. The student will graduate with the necessary skills to function as an entry-level patient care technician.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day or night

Type of Degree:
Certificate

Employment Opportunities:
Hospitals, doctors' offices, medical clinics, nursing homes, home health

- This program provides students with the knowledge and skills to prepare for a position as a patient care technician, which is an unlicensed, assistive person working under the direction and supervision of a registered nurse.
- The program is offered in day, afternoon, and evening formats and is completed in one semester. See advisor for specific details of class schedules.
- Credits earned in this program may be applied to other curricula in the Nursing Department.
- Students must have evidence of valid healthcare provider CPR certification, preclinical orientation and completed health physical including required immunizations prior to starting the PCT program.
- A crime-free criminal background check is required for clinical experiences.
- Students must be able to attend all clinical experiences.
- A negative 10-panel drug screen is required. Random drug screens may be performed throughout the program.
- To register for the PCT program, students must pay $100 non-refundable deposit.
- After registering for the PCT program, students are required to attend a scheduled mandatory orientation meeting.

Recommended Program Schedule

Required course:

NUR	151	Basic Patient Care I	3.0
NUR	152	Basic Patient Care II	3.0
NUR	153	PCT Clinical Experiences	2.0
AHS	142	Phlebotomy	2.0
Total credit hours			**10.0**

Post RN Specialty Courses

Mission Statement:

Post RN Specialty Courses are designed to facilitate the development of competence necessary to meet the needs of patients with critical conditions. The courses provide basic knowledge and skills necessary for safe, competent and effective nursing practice in critical care and other specialty units as well as telemetry and monitored areas.

Prerequisite:

Registered nurse or permission of instructor. Contact Nursing Specialties (864) 250-8216 for enrollment information. Online registration is not available.

Courses Offered:

Day

Employment Opportunities:

Critical care units, oncology units, operating rooms, home health agencies, urology units, obstetrical units, ER, trauma areas, telemetry and monitored areas

- Students enrolled in clinical courses must provide evidence of current malpractice insurance or must obtain coverage through Greenville Technical College. Acceptable immunizations and a crime-free criminal background check are also required for clinical courses.

Post RN courses:

NUR 230	Physical Assessment	3.0
NUR 234	Perioperative Nursing *	4.0
NUR 236	Nephrology Nursing *	4.0
NUR 238	Oncology Nursing	4.0
NUR 242	Management of High Risk Pregnancy	3.0
NUR 244	Home Health Nursing *	3.0
NUR 247	Critical Care I	3.0
NUR 248	Critical Care II	2.0
NUR 250	Critical Care Cardiovascular	2.0
NUR 260	Dysrhythmia Interpretation	2.0
NUR 261	Pediatric Dysrhythmia Interpretation	1.0
NUR 254	Basic Arrhythmia and Cardiovascular Nursing	3.0

* Indicates courses with clinical components

Note: Clemson University RN-BSN accepts NUR 230 for its Health Assessment requirement.

Occupational Therapy Assistant

Occupational Therapy Assistant
Associate in Applied Science

Mission Statement:
The mission of the Occupational Therapy Assistant program, in conjunction with Greenville Technical College's mission, is to offer a quality post-secondary program that is accessible and drives personal and economic growth through learning. The program faculty is committed to assisting students from diverse backgrounds in achievement of the skills, knowledge, and professional behaviors necessary for successful employment as an occupational therapy assistant in a variety of health care settings. Greenville Technical College's OTA program strives to graduate competent individuals who are able to perform as entry-level, state licensed and nationally certified occupational therapy assistants, while upholding the ethical standards and values of the profession.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Phase I: Day, night, or weekend; **Phase II:** Full-time or part-time day for academic coursework and full-time day for fieldwork affiliations.

Type of Degree:
Associate in Applied Science, Major in Occupational Therapy Assistant

Professional Credentials:
Certified Occupational Therapy Assistant (COTA) (subject to passing national exam)

Program Accreditation:
Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; (301) 652-AOTA (2682)

Employment Opportunities:
Hospitals, clinics, rehabilitation centers, schools, home health care, mental health facilities, long-term care facilities, private practice, industrial consulting, research

- The Occupational Therapy Assistant program prepares students for entry-level practice in the field of occupational therapy. Occupational therapy assistants, under the supervision of occupational therapists, help people of all ages regain, develop, or master everyday skills in order to live independent, productive, and meaningful lives.
- This program is designed as a One-Plus-One program. Phase I includes all general education and related coursework that and may be completed at Greenville Technical College or any articulating college. Upon completion of all Phase I courses, qualified students are eligible to apply to Phase II, which includes all of the Occupational Therapy Assistant course work.
- **Phase II of the OTA program is only available at Greenville Tech's Greer Campus.**
  - ❏ Students from articulating colleges must be able to travel to and/or locate accommodations near the Greer Campus.
  - ❏ Fieldwork course assignments during Phase II may require students to travel and arrange temporary accommodations away from home. Fieldwork assignments must be completed within 18 months following the completion of academic preparation.
- Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.
- **Phase I admission requirements:**
  - ❏ Complete Greenville Tech application packet and submit application fee.
  - ❏ Submit all high school transcripts or GED and official college transcripts, if applicable.
  - ❏ Achieve acceptable ASSET or COMPASS score for placement into Phase I courses.
  - ❏ Meet with a Health Sciences advisor or OTA program to plan course progression.
- **Phase II admission requirements:**
  - ❏ Attend a Career Talk session for the OTA program.
  - ❏ Meet all of the admission requirements for Phase I.
  - ❏ Attain a minimum cumulative GPA of 2.50 for all Phase I courses and have passed all Phase I courses with a minimum grade of "C" or higher on the first or second attempt.
- Students are selected for OTA Program Phase II admission based upon weighted admissions score. Students with the highest weighted admission score are accepted into Phase II based on space availability. Weighted admission criteria can be obtained at Career Talk session and at www.gvltec.edu/OTA.
- After acceptance into Phase II of the OTA program, students will be required to
  - ❏ Submit a non-refundable $100 deposit to secure seat in Phase II Fall Semester; deposit will be applied toward Phase II tuition.
  - ❏ Attend OTA Program new student orientation.
  - ❏ Have a negative 10-panel drug screen.
  - ❏ Have a crime-free criminal background report.
  - ❏ Submit documentation of current physical exam and required immunizations.
  - ❏ Submit documentation of current Healthcare Provider CPR certification.
  - ❏ Complete the Healthstream online preclinical orientation

❑ Be able to attend all fieldwork affiliations on a full-time basis during scheduled fieldwork affiliation dates.

- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college. CPT 101 and BIO 210/211 must be completed within five years of admissions into Phase II.

Recommended Program Schedule

PHASE I

First Semester

AHS	102	Medical Terminology	3.0
ENG	101	English Composition I*	3.0
MAT	109	College Algebra with Modeling*	3.0
		or	
MAT	120	Probability & Statistics*	
PSY	201	General Psychology*	3.0

Second Semester

BIO	210	Anatomy & Physiology I*	4.0
CPT	101	Introduction to Computers	3.0
ENG	102	English Composition II*	3.0
PSY	212	Abnormal Psychology*	3.0
		or	
PSY	203	Human Growth and Development*	

Third Semester

BIO	211	Anatomy & Physiology II*	4.0
SPC	205	Public Speaking*	3.0
		or	
SPC	209	Interpersonal Communications*	
		Humanities elective*	3.0

PHASE II

Fourth Semester - Fall

OTA	103	Introduction to Occupational Therapy	2.0
OTA	130	Therapeutic Media I	1.0
OTA	131	Occupational Performance I	3.0
OTA	153	Clinical Application I	5.0
OTA	203	Kinesiology	3.0

Fifth Semester - Spring

OTA	135	Therapeutic Media II	1.0
OTA	136	Occupational Performance II	3.0
OTA	140	Clinical Introduction	1.0
OTA	163	Psycho-Social Aspects of Occupational Therapy	2.0
OTA	245	Occupational Therapy Departmental Management	2.0
OTA	253	Clinical Application II	5.0

Sixth Semester - Summer

OTA	260	Clinical V	7.0

Seventh Semester - Summer

OTA	268	Clinical VI	7.0

Total credit hours	**77.0**

* General Education course

NOTE: Course requirements will change for Fall 2012 admission. OTA 200 will be a required Phase I course and English 102 will no longer be a required course.

Personal Trainer

Personal Trainer
Certificate in Applied Science

Mission Statement:
Our goal is to equip our graduates with a skill set that will make them the most qualified and competitive personal trainers in the states of South Carolina, North Carolina and Georgia.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Day or night

Type of Degree:
Certificate

Professional Credentials:
Prepares students to sit for various nationally recognized certification exams (optional)

Employment Opportunities:
Private practice, physical fitness facilities, resorts, wellness centers, parks and recreation programs

- This program prepares students for entry-level employment opportunities as personal trainers.
- Graduates are well prepared to take a number of nationally recognized certification exams.
- This program is located at Greenville Tech's Greer Campus.
- Students may select either the two-semester or three-semester day program or the evening program.
- To complete this certificate program, students must obtain a minimum grade of "C" in all courses.
- Prior to acceptance, students are required to attend a Career Talk for this program.
- Once admitted to the program, students must:
  - ❏ have a physical exam prior to the first day of class documenting required immunizations (physical exam form is available at the department's web page)
  - ❏ attend orientation (Students in the program will be notified of the date and time.)
  - ❏ have a crime-free criminal background report
  - ❏ have a negative 10-panel drug screen report
  - ❏ complete on-line preclinical orientation (Healthstream)

Recommended Program Schedule

First Semester - Fall

SFT	105	Fitness Assessment & Exercise Program Design	3.0
SFT	109	Lifetime Fitness and Wellness	3.0
SFT	110	Weight Training: Theory and Application	3.0
BIO	110	General Anatomy & Physiology	3.0

Second Semester - Spring

BIO	239	Exercise Anatomy and Physiology	3.0
BIO	240	Nutrition*	3.0
SFT	125	Personal Training Techniques	3.0
SFT	202	Internship for the Personal Trainer	3.0
SFT	101	Introduction to Exercise Physiology	3.0

Total credit hours **27.0**

*General Education course

Pharmacy Technician

Pharmacy Technician
Diploma in Applied Science

Mission Statement:
The mission of the Pharmacy Technician program is to educate future pharmacy technicians to advance and promote the best and safest uses of medication for the community at large.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night (contact department head for further details)

Type of Degree:
Diploma

Professional Credentials:
Certified Pharmacy Technician (subject to meeting the state's requirements)

Program Accreditation:
American Society of Health-System Pharmacists (ASHP)

Employment Opportunities:
Hospitals, rehabilitation centers, private practice, home health care, schools, specialty prescription pharmacies, nursing homes, retail pharmacies

- This program prepares students to transcribe physician's medication orders, fill and deliver medication orders, as well as assist with ordering and maintaining over-the-counter medications.
- Admission requirements include
  - ❏ Admission into the program will be based on weighted admissions.
  - ❏ Completion of one high school or college unit of biology or chemistry with a grade of "C" or higher within the past five years.
  - ❏ Place into MAT 101 and ENG 101.
  - ❏ Attend a Career Talk session for the major within the past two years.
- After acceptance into the program, before beginning clinical course work, student must
  - ❏ Submit a physical exam with documentation of required immunization.
  - ❏ Have a crime-free criminal background check.
  - ❏ Submit to and have a negative 10-panel drug screen.
  - ❏ Be able to attend all clinical experiences. Professional pharmacy practicums are required to complete the Pharmacy Technician program. These practicum assignments may require travel out of the Greenville/Greer area. Travel is the responsibility of the student. The Pharmacy Technician program requires the completion of three professional practicums. PHM 152 is completed in the Spring Semester and consists of 90 hours in a retail pharmacy setting. PHM 164 and PHM 173 are typically completed in the Summer Semester. The total number of practicum hours required is 225 hours. Practicums are completed during normal business hours of the facility in which the student is assigned.
  - ❏ Complete a preclinical orientation (Healthstream). Registration with South Carolina State Board of Pharmacy.

Recommended Program Schedule

First Semester

PHM	114	Therapeutic Agents I	3.0
AHS	102	Medical Terminology*	3.0
BIO	235	Basic Pharmacological Physiology	5.0
MAT	155	Contemporary Mathematics*/**	3.0
		or	
MAT	102	Intermediate Algebra*	
PHM	101	Introduction to Pharmacy	3.0
PHM	118	Community Pharmacy Seminar	1.0

Second Semester

ENG	101	English Composition I*	3.0
PHM	110	Pharmacy Practice	4.0
PHM	113	Pharmacy Technician Math	3.0
PHM	152	Pharmacy Technician Practicum I	2.0
PHM	124	Therapeutic Agents II	3.0
PSY	201	General Psychology*	3.0

Third Semester

CPT	101	Introduction to Computers	3.0
PHM	164	Pharmacy Technician Practicum II	4.0
PHM	173	Pharmacy Technician Practicum III	3.0
PHM	250	Special Topics in Pharmacy	3.0

Total credit hours **49.0**

*General Education course.
Suggest completing these General Education courses and CPT 101 prior to beginning PHM courses.
**Students may complete MAT 155 if only completing the diploma program for State Certification. Equivalent or higher level math courses may be accepted. Must be completed within three years of admission into the program.

Pharmacy Technician
Certificate in Applied Science

Mission Statement:
To provide the experienced, registered pharmacy technician the opportunity to complete the educational requirement necessary to become a state-certified pharmacy technician in an expedient and thorough manner.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night (contact department head for further details)

Type of Degree:
Certificate

Professional Credentials:
Certified Pharmacy Technician (subject to meeting state requirements)

Program Accreditation:
American Society of Health-System Pharmacists (ASHP)

Employment Opportunities:
Hospitals, rehabilitation centers, private practice, home health care, schools, specialty prescription pharmacies, nursing homes, retail pharmacies

- Admission requirements include
  - ❏ Student must hold an active registration and be in good standing with the SC Pharmacy Technician Registration.
  - ❏ Student must hold an active certification and be in good standing with the National Pharmacy Technician Certification Board (PTCB).
  - ❏ Student must have worked at least 1,500 hours as a pharmacy technician (current within two years). Hours must be verified with employer.
  - ❏ Student must attend a Career Talk session for the major within the past two years.
- Program requirements include
  - ❏ Students are required to complete and pass a physical including documentation of required immunizations.
  - ❏ Students are required to have a crime-free criminal background.
  - ❏ Students are required to have a negative 10-panel drug screen.
  - ❏ Students must be able to attend all clinical experiences.
  - ❏ Students must complete a preclinical orientation (Healthstream).

Recommended Program Schedule

First Semester - Fall

PHM 101	Introduction to Pharmacy	3.0
PHM 113	Pharmacy Technician Math	3.0
PHM 114	Therapeutic Agents I	3.0
PHM 152	Pharmacy Technician Practicum I	2.0

Second Semester - Spring

PHM 110	Pharmacy Practice	4.0
PHM 124	Therapeutic Agents II	3.0
PHM 164	Pharmacy Technician Practicum II	4.0

Total credit hours	**22.0**

Note: Please contact program advisor for recommended evening schedules.

Physical Therapist Assistant

Physical Therapist Assistant
Associate in Applied Science

Mission Statement:
The mission of the Greenville Technical College Physical Therapist Assistant program is to meet the needs of the area by providing a pool of qualified graduates for entry-level positions who demonstrate knowledge, competence, professionalism and effective communication skills to enable them to participate successfully as members of an evolving health care community. Our commitment is to provide the highest quality educational opportunities available for students who desire to become physical therapist assistants. The faculty is committed to helping each student achieve his or her fullest potential through a rigorous academic curriculum and individualized clinical experiences. We believe in developing strong partnerships between the health care community and the academic program. We value life-long learning and commitment to continuing education. Through role modeling and mentoring, we encourage our students to participate in professional organizations and community service activities.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus high school diploma or GED

Type of Program:
Phase I: Day, night, online or weekend; Phase II: Day, with some evening labs required at FDTC expansion campus location

Type of Degree:
Associate degree

Professional Credentials:
Physical Therapist Assistant (subject to passing national licensure exam)

Program Accreditation:
The Physical Therapist Assistant program at Greenville Technical College is accredited by the Commission on Accreditation in Physical Therapy Education **(CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; (703) 706-3245; email: accreditation@apta.org; website: www.capteonline.org.**

Employment Opportunities:
Hospitals, rehabilitation centers, schools, home health care, private practice

- The Physical Therapist Assistant program prepares students to become licensed to work in the field of physical therapy, a key member of the health care profession. Physical therapist assistants work under the supervision of licensed physical therapists to provide physical therapy interventions that reduce physical disability, pain, movement dysfunction, and promote optimal health and function.
- This program is designed as a One-Plus-One program. Phase I includes all of the general education and related courses that may be taken at Greenville Technical College or any articulating college. Upon successful completion of all Phase I courses, qualified students are eligible to apply to Phase II, the final four semesters of academic and clinical physical therapist assistant coursework.
- Phase II courses are taught at either Greenville Tech's Greer Campus or Florence-Darlington Technical College's Health Sciences Campus PTA Expansion Program
- Clinical course assignments during Phase II may require students to travel and arrange temporary accommodations away from home.
- Graduates of this program must pass a national licensure exam to practice as a physical therapist assistant.
- **Phase I admission requirements:**
  - ❏ Complete Greenville Tech application packet and submit application fee.
  - ❏ Submit all high school transcripts or GED and official college transcripts, if applicable.
  - ❏ Achieve acceptable ASSET or COMPASS score for placement into Phase I courses.
  - ❏ Attend Career Talk advising seminar within the semester of declaring PTA as major.
  - ❏ Meet with a PTA Program Advisor to plan course progression.
- **Phase II admission requirements:**
  - ❏ Meet all of the admissions requirements of Phase I.
  - ❏ Submit a completed PTA Program Phase II Weighted Admission Packet to the PTA Program Director by March 31 of the year students anticipate admission into Phase II.
  - ❏ Attain a minimum cumulative technical GPA of 2.50 for all 10 required Phase I courses, passing all Phase I courses with a minimum grade of "C" by the second attempt, (this includes W, WF, D or F grades) by the end of the spring semester before entering Phase II the following fall.
- Students are selected for PTA Program Phase II admission based upon competitive Weighted Admissions score ranking. Students with the highest scores are accepted on a space availability basis. Weighted admission criteria can be obtained at a Career Talk session.
- After acceptance into Phase II, before beginning clinical coursework, students will be required to:
  - ❏ Submit a non-refundable $100 dollar deposit, applied toward Phase II tuition, to secure seat in Phase II for the Fall Semester.
  - ❏ Attend new PTA Program student orientation.
  - ❏ Have a negative 10-panel drug screen report.
  - ❏ Have a crime-free criminal background report.

- ❏ Submit a physical exam with documentation of required immunizations.
- ❏ Submit documentation of current Healthcare Provider CPR certification.
- ❏ Complete Healthstream medical orientation unit.
- ❏ Be able to attend all clinical experiences, which require driving to and from clinical sites.

- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.
- CPT 101 and BIO 210/211 must be completed within five years of admission to Phase II. If BIO 210/211 grades are older than five years, students may demonstrate BIO proficiency by completing BIO 150 with a grade of "C" or better.

Recommended Program Schedule

PHASE I

First Semester - Fall (Full Time)

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
AHS	102	Medical Terminology	3.0
PSY	201	General Psychology*	3.0
BIO	210	Anatomy & Physiology I*	4.0

Second Semester - Spring (Full Time)

MAT	120	Probability & Statistics*	3.0
PSY	203	Human Growth & Development*	3.0
SPC	205	Public Speaking*	3.0
		or	
SPC	209	Interpersonal Communications*	
		Humanities Elective*	3.0
BIO	211	Anatomy & Physiology I*	4.0

PHASE II

Third Semester - Fall (Full Time)

PTH	102	Introduction to PT Intervention	2.0
PTH	105	Introduction to Kinesiology	3.0
PTH	115	Pathology for Physical Therapist Assistants	3.0
PTH	118	Physical Agents & Modalities	4.0

Fourth Semester - Spring (Full Time)

PTH	101	Physical Therapy Professional Preparation	2.0
PTH	220	Patient Assessment Techniques	4.0
PTH	226	Therapeutic Exercises	3.0
PTH	270	Special Topics in Physical Therapy	3.0
PTH	234	Clinical Education I	3.0

Fifth Semester - Summer (Part Time)

PTH	242	Orthopedic Management	4.0
PTH	246	Neuromuscular Rehabilitation	5.0

Sixth Semester - Fall (Part Time)

PTH	264	Clinical Education II	5.0
PTH	274	Clinical Education III	5.0

Total credit hours **78.0**

*General Education course

Respiratory Care

Respiratory Care
Associate in Applied Science

Mission Statement:
The philosophy of the educational approach of the Greenville Technical College Respiratory Care program is one of professional development. The respiratory therapist fills the role of a responsible health care practitioner in a growing and rapidly changing medical field of both acute and chronic patient care. Growth and commitment to optimum respiratory care is the foremost goal. The other primary objective of this program is to fill the need for respiratory therapists and to build and maintain a progressive respiratory care profession for the members of the community.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Associate degree

Professional Credentials:
Certified Respiratory Therapist (CRT); Registered Respiratory Therapist (RRT)

Program Accreditation:
Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817)283-2835

Employment Opportunities:
Hospitals, sales, home health care, management, physician offices, and pulmonary rehabilitation

- This program trains students to treat patients with difficulty breathing because of problems affecting the cardiopulmonary (heart-lung) system.
- The Respiratory Care program is located at the Brashier Campus.
- The Respiratory Care program is a Phase I/Phase II program.
- Pre-Program/Phase I Admission Requirements:
  - ❏ Must meet college admission requirements.
  - ❏ Test scores must meet the criteria to be placed into ENG 101 and MAT 109/120.
  - ❏ Complete Online Career Talk.
  - ❏ Major coded as AAS.RES
- Phase II Admission Requirements:
  - ❏ Completed all Phase I courses with a grade of "C" or better.
  - ❏ Have a 2.50 technical GPA for Phase I courses.
  - ❏ Weighted admission forms are accepted between January 15 and May 15. Students with the highest scores will receive an admission letter, intent form and physical exam form. Formal acceptance is contingent upon a crime-free criminal background check and a negative drug screening.
- After acceptance into Phase II, before beginning clinical coursework, students will be required to:
  - ❏ Submit a non-refundable $50 deposit, applied toward Phase II tuition, to secure seat in Phase II for the fall semester.
  - ❏ Attend a new student orientation for the Respiratory Care program.
  - ❏ Be able to attend all clinical experiences, which require driving to and from clinical sites.
  - ❏ Have a crime-free background for seven years prior to entering Phase II. Some convictions greater than seven years old may prevent progression through the program.
  - ❏ Submit to drug screening prior to attending clinical in Phase II. Must have a negative 10-panel drug screen. Students are strictly prohibited from being under the influence of alcohol or any drug/medication which alters behavior or appearance of capability while engaged in any portion of their formal educational experience.
  - ❏ Submit a physical exam form (not older than 12 months prior to entering RES program) with documentation of required immunizations.
  - ❏ Submit documentation of current Healthcare provider CPR certification.
- Students must pass an exit examination in order to complete their requirements for graduation.
- Graduates are eligible to take the advanced registry examination (RRT) upon successful completion of the entry-level examination CRT offered by the National Board for Respiratory Care (NBRC).

Recommended Program Schedule

PHASE I
First Semester - Fall

BIO	210	Anatomy & Physiology I*	4.0
CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
MAT	109	College Algebra with Modeling*	3.0
		or	
MAT	120	Probability and Statistics*	
		Humanities Elective*	3.0

Second Semester - Spring

BIO	211	Anatomy & Physiology II*	4.0
BIO	225	Microbiology*	4.0
PSY	201	Introduction to Psychology*	3.0
SPC	205	Public Speaking*	3.0

PHASE II CLINICAL
Third Semester - Fall

RES	101	Introduction to Respiratory Care	3.0
RES	121	Respiratory Skills I	4.0
RES	152	Clinical Applications II	3.0
RES	246	Respiratory Pharmacology	2.0

Fourth Semester - Spring

RES	111	Pathophysiology	2.0
RES	131	Respiratory Skills II	4.0
RES	154	Clinical Applications II	4.0
RES	232	Respiratory Therapeutics	2.0

Fifth Semester - Summer

RES	141	Respiratory Skills III	3.0
RES	204	Neonatal/Pediatric Care	3.0
RES	265	Advanced Clinical Applications I	3.0

Sixth Semester - Fall

RES	236	Cardiopulmonary Diagnostics	3.0
RES	244	Advanced Respiratory Skills I	4.0
RES	241	Respiratory Care Transition	1.0
RES	275	Advanced Clinical Practice	5.0

Seventh Semester - Spring

RES	276	Advanced Clinical Applications II	6.0

Total credit hours	**82.0**

* General Education course
Note: Please contact your advisor for other program options.

Surgical Technology

Surgical Technology
Diploma in Applied Science

Mission Statement:
The Surgical Technology Department is dedicated to the preparation of individuals to meet the health care needs of the public. Graduate surgical technologists will be able to provide competent care to individuals, families, and communities. Competent care encompasses the promotion of health and wellness, knowledge in health care policy, promotion of advocacy, utilization and participation in competency-based education, and application of leadership skills in a variety of health care settings.

Entrance Requirements:
Acceptable ASSET or COMPASS Score

Type of Program:
Day

Type of Degree:
Diploma

Professional Credentials:
Certified Surgical Technologist (subject to passing exam)

Program Accreditation:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Employment Opportunities:
Hospitals, surgical centers, obstetrical care, veterinarians' offices, private surgeons' offices, physician's offices, sterile processing departments and GI labs

- This program prepares students to pass instruments, sutures, and sponges and to assist in surgery.
- In order to be eligible for seating into the program, students must meet college admission requirements and
  - ❏ Attend CareerTalk (current within two years).
  - ❏ Meet criteria on college placement tests (ASSET, COMPASS) to be placed into ENG 101 and MAT 155 and meet reading requirement, or transferred ENG 101 and/or MAT 155 or exited all developmental courses (Reading, English, Math).
  - ❏ Have a technical GPA of 2.0.
- Students are admitted in the Fall Semester.
- Seating Process:
  - ❏ Submit a weighted admission form between the dates of March 1 - June 1 for potential admission into fall classes. Students with the highest scores will receive an admissions letter, intent form, and physical exam form. A student may receive a sterile processing seat if scores are not adequate for the diploma seat. Upon successful completion of the sterile processing certificate and diploma related courses, the student may be eligible to continue in the diploma program.
  - ❏ To reserve a seat, students must pay $100 non-refundable deposit and submit a completed physical prior to the deadline stated in the acceptance letter. (The physical exam may not be older than 12 months prior to beginning SUR courses.)
- The following general education courses must be taken prior to starting SUR courses: BIO 112 Basic Anatomy and Physiology and BIO 115 Basic Microbiology
- The following courses must be taken with the SUR courses according to the curriculum display or prior to the SUR courses: MAT 155 Contemporary Mathematics; ENG 101 English Composition I; PSY 103 Human Relations or PSY 201 General Psychology.
- A grade of "C" or higher is required in all related courses.
- A grade of "C" or higher is required in biophysical science courses. Biophysical science courses must be completed within five years of entering the clinical phase of the Surgical Technology program. Biophysical science courses may be repeated one time only to achieve a passing grade. Biophysical science courses must be completed the summer prior to the fall semester to be accepted into the program for fall.
- Students must have evidence of valid healthcare provider CPR certification, preclinical requirements, and health requirements prior to beginning clinical rotations.
- A negative 10-panel drug screen is required for clinical eligibility. Random drug screens may be performed throughout the program.
- A crime-free criminal background check is required for clinical experiences. Students must be able to attend all clinical experiences.
- Students will be required to successfully complete the sterile processing certification to progress to the second semester of the Surgical Technology program.
- Graduates are eligible to sit for the National Association of Surgical Technologists Certification Exam.

Recommended Program Schedule

First Semester - Summer			
BIO	112	Basic Anatomy & Physiology*	4.0
BIO	115	Basic Microbiology*	3.0
Second Semester - Fall			
MAT	155	Contemporary Mathematics*	3.0
SUR	101	Introduction to Surgical Technology	5.0
SUR	102	Applied Surgical Technology	5.0
SUR	123	Sterile Processing Technology	3.0
Third Semester - Spring			
ENG	101	English Composition I*	3.0
SUR	103	Surgical Procedures I	4.0
SUR	104	Surgical Procedures II	4.0
SUR	110	Introduction to Surgical Practicum	5.0
Fourth Semester - Summer			
PSY	103	Human Relations*	3.0
		or	
PSY	201	General Psychology*	
SUR	111	Basic Surgical Practicum	7.0
SUR	120	Surgical Seminar	2.0
Total credit hours			**51.0**

*General Education course

Sterile Processing Technology
Certificate in Applied Science

Mission Statement:
Greenville Technical College is a large urban college with students from diverse socioeconomic and educational backgrounds. The college is dedicated to excellence, flexibility, accessibility, comprehensiveness, leadership and community. As a part of the college, the Department of Surgical Technology has designed a Sterile Processing Technology curriculum that is educationally flexible and provides career mobility. Graduates are prepared to practice safely within their role and to promote, protect, and improve the health of the diverse community. The faculty is committed to competency-based education and supports the philosophy and mission of the college to prepare graduates who are adaptable to change and ready to face the challenges of the health care workplaces of the future. Further, it is the mission of the Sterile Processing Technology Program to actively develop and maintain collaborative partnerships with its diverse health care community and meet rapidly changing employment needs.

Entrance Requirements:
Acceptable ASSET or COMPASS Score, plus high school diploma or GED

Type of Program:
Day

Length:
15 weeks

Type of Degree:
Certificate

Professional Credentials:
Certified Registered Central Sterile Technician (subject to passing the exam)

Employment Opportunities:
Sterile processing departments, hospitals, surgical centers, obstetrical care offices, veterinarians' offices, physician's offices, and dentists' offices

- This program teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization, and distribution.
- In order to be eligible for seating into the program, students must
  - ❏ Meet college admissions requirements and have a high school diploma or GED.
  - ❏ Meet the specific program requirements outlined in Health Sciences/Nursing admissions requirements.
  - ❏ Attend Career Talk (current within two years).
  - ❏ Have a negative 10-panel drug screen. Random drug screens may also be performed throughout the program.
  - ❏ Have a crime-free criminal background. Students must be able to attend all clinical experiences.
- Students are admitted in the Fall Semester.
- Seating process:
  - ❏ Submit a weighted admission form between the dates of March 1 – June 1for potential admission into fall classes. After the seats are awarded to the diploma students with the highest points, the remainder of the seats are assigned as sterile processing seats based on the remaining top points.
  - ❏ To reserve a seat, students must pay $100 non-refundable deposit and submit a completed physical prior to the deadline stated in the acceptance letter. (The physical exam may not be older than 12 months prior to beginning SUR courses.)
- Students must have evidence of valid healthcare provider CPR certification, preclinical requirements, and health requirements prior to beginning clinical rotations.
- Students who successfully complete the program and complete 400 hands-on hours in the sterile processing department with documentation are eligible to sit for the Certified Sterile Technician Certification Exam, and upon passing would become certified registered central sterile technicians (CRCST).
- The student must achieve a final average of 78% to complete the course.
- Progression into the Surgical Technology diploma program requirements include
  - ❏ Completion of all Surgical Technology diploma requirements up to this point.
  - ❏ A grade of "C" or higher in all program and general education courses.
- Advanced placement into the surgical technology diploma program will be allowed within the following 12 months of exiting the certificate program if the following are completed:
  - ❏ Validation of knowledge and skills for SUR 101, SUR 102, and SUR 123
  - ❏ All clinical participation component requirements are current.

Recommended Program Schedule

First Semester - Summer

SUR	101	Introduction to Surgical Technology	5.0
SUR	102	Applied Surgical Technology	5.0
SUR	123	Sterile Processing Technology	3.0
Total credit hours			**13.0**

Technologies

Who says you don't need people anymore in business and industry? Factories have automated production, and service businesses have been computerized. People may no longer be operating the machines, but it takes people to maintain and monitor the equipment.

Where can you get the education you need to take advantage of today's opportunities? At Greenville Technical College. Through a strong combination of classroom instruction and intensive hands-on training, you become the type of employee who can begin making a contribution on the first day of work.

Our technologies programs can train you for some of today's hottest opportunities. These are fields in which there are generally more opportunities than graduates.

Barton Campus:
- Architectural Engineering Technology
- Building Construction Technology
- Construction Engineering Technology
- Electronics Engineering Technology
- Engineering Graphics Technology
- Geomatics Technology
- Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)
- Machine Tool Technology
- Mechanical Engineering Technology

Brashier Campus:
- Fire Service Technology
- Industrial Maintenance Technology (includes Mechatronics and Industrial Electricity)
- Welding

McKinney Automotive Center:
- Auto Body Repair Technology
- Automotive Technology
- Diesel Equipment Technology

S.C. Technology and Aviation Center (formerly Donaldson Center)
- Aircraft Maintenance Technology
- Truck Driver Training

Aircraft Maintenance Technology
Associate in Applied Science

Mission Statement
The program provides students with the technical, mechanical, and academic skills required to become certified aircraft maintenance technicians.

Entrance Requirements:
High school graduate or equivalent (GED); acceptable ASSET or COMPASS score; no physical or mental disabilities that would endanger the student or others, i.e., fainting, seizures, dizziness, impaired hearing or vision, etc.

Type of Program:
Day or evening

Type of Degree:
Associate degree

Professional Credentials:
FAA Airframe and Powerplant Technician Certification (subject to passing exam)

Employment Opportunities:
General aviation, commercial airlines, corporate aviation, aircraft manufacturers, contract repair facilities, aviation-related maintenance activities

- This program, offered at the South Carolina Technology and Aviation Center (formerly Donaldson Center), is approved by the Federal Aviation Administration as well as the Veterans Administration. The program provides students with the technical, mechanical and academic skills required to become aircraft maintenance technicians. Successful completion qualifies students to take the FAA airframe and powerplant certification exams.
- Articulation for a bachelor's degree (Aviation Maintenance Management) is offered through Embry-Riddle Aeronautical University.

Recommended Program Schedule

First Semester - Fall		
ACM 101	General Regulations	2.0
ACM 102	Aviation Sciences	3.0
ACM 105	Basic Aircraft Electricity	4.0
ACM 110	Aircraft Drawings	1.0
ACM 115	Ground Handling and Servicing	3.0
ACM 120	Materials and Corrosion Control	4.0
Second Semester - Spring		
ACM 125	Wood Structures, Coverings, and Finishes	2.0
ACM 130	Sheet Metal Layout and Repair	4.0
ACM 140	Bonded Structures and Welding	3.0
ACM 150	Assembly and Rigging	3.0
CPT 101	Introduction to Computers	3.0
Third Semester - Summer		
ACM 155	Aircraft Environmental Systems	3.0
ACM 165	Hydraulic and Pneumatic Systems	3.0
ACM 167	Landing Gear Systems	3.0
ACM 170	Aircraft Electrical Systems	4.0
Fourth Semester - Fall		
ACM 160	Utility and Warning Systems	3.0
ACM 172	Aircraft Fuel Systems	1.0
ACM 174	Airframe Inspection	1.0
ACM 205	Ignition and Starting Systems	3.0
ACM 224	Turbine Engine Overhaul	4.0
	Social Sciences Elective*	3.0
Fifth Semester - Spring		
ACM 201	Lubricating Systems	2.0
ACM 210	Reciprocating Engine Overhaul	4.0
ACM 234	Propellers and Components	4.0
ACM 240	Engine Electrical, Instrumentation, and Fire Protection	3.0
	Humanities Elective*	3.0

Sixth Semester - Summer

ACM	226	Engine Inspection	1.0
ACM	245	Powerplant Fuel Systems	4.0
ACM	250	Induction, Cooling, and Exhaust	3.0
ENG	101	English Composition*	3.0
SPC	205	Public Speaking*	3.0
MAT	170	Algebra, Geometry, & Trigonometry I*/+	3.0
		or	
MAT	155	Contemporary Mathematics*	

Total credit hours **93.0**

*General Education course (may be taken in any semester)
+Recommend MAT 110 if placement allows.
Note: See your advisor for recommended evening schedules.

Aviation Airframe Structure/Systems
Certificate in Applied Science

Mission Statement

This certificate introduces all airframe-related subjects to all aircraft maintenance technicians. Topics include wood structures, sheet metal, bonded structures, assembly and rigging, environmental systems, utility and warning, hydraulics and pneumatics, landing gear, airframe electrical, airframe fuel systems, and airframe inspection.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or evening

Type of Degree:

Certificate

Employment Opportunities:

General aviation, contract repair facilities and aviation-related maintenance activities

Recommended Program Schedule

First Semester - Spring		
ACM 125	Wood Structures, Coverings, and Finishes	2.0
ACM 130	Sheet Metal Layout and Repair	4.0
ACM 140	Bonded Structures and Welding	3.0
ACM 150	Assembly and Rigging	3.0
Second Semester - Summer		
ACM 155	Aircraft Environmental Systems	3.0
ACM 165	Hydraulic and Pneumatic Systems	3.0
ACM 167	Landing Gear Systems	3.0
ACM 170	Aircraft Electrical Systems	4.0
Third Semester - Fall		
ACM 160	Utility and Warning Systems	3.0
ACM 172	Aircraft Fuel Systems	1.0
ACM 174	Airframe Inspection	1.0
Total credit hours		**30.0**

Note: Please contact your advisor for recommended evening schedules.

Aviation Fundamentals
Certificate in Applied Science

Mission Statement:
This certificate introduces general aviation subjects related to all aircraft maintenance. Topics include mechanic privileges, limitations and forms documentation; math and physics; basic electricity; aircraft drawing; ground handling and servicing; and materials and corrosion control.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or evening

Type of Degree:
Certificate

Employment Opportunities:
General aviation, contract repair facilities and aviation-related maintenance activities

Recommended Program Schedule

First Semester - Fall

ACM 101	General Regulations	2.0
ACM 102	Aviation Sciences	3.0
ACM 105	Basic Aircraft Electricity	4.0
ACM 110	Aircraft Drawings	1.0
ACM 115	Ground Handling and Servicing	3.0
ACM 120	Materials and Corrosion Control	4.0
Total credit hours		**17.0**

Note: Please contact your advisor for recommended evening schedules.

Aviation Powerplant Theory/Systems
Certificate in Applied Science

Mission Statement

This certificate introduces Powerplant-related subjects to aircraft maintenance technicians. Topics include lubrication, ignition and starting systems, turbine and reciprocating engines, propellers, electrical, instruments, fire protection, fuel systems and inspections.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or evening

Type of Degree:

Certificate

Employment Opportunities:

General aviation, contract repair facilities and aviation-related maintenance activities

Recommended Program Schedule

First Semester - Fall		
ACM 205	Ignition and Starting Systems	3.0
ACM 224	Turbine Engine Overhaul	4.0
Second Semester - Spring		
ACM 201	Lubricating Systems	2.0
ACM 210	Reciprocating Engine Overhaul	4.0
ACM 234	Propellers and Components	4.0
ACM 240	Engine Electrical, Instrumentation, and Fire Protection	3.0
Third Semester - Summer		
ACM 226	Engine Inspection	1.0
ACM 245	Powerplant Fuel Systems	4.0
ACM 250	Induction, Cooling, and Exhaust	3.0
Total credit hours		**28.0**

Note: Please see your advisor for recommended evening schedules.

Private Pilot
Certificate in Applied Science

Mission Statement:
To train students to understand air navigation, aviation law and federal aviation regulation, aviation meteorology, history of aviation, aviation management, instrument flight theory, aircraft structures, and private pilot flight theory.

Entrance Requirements
Acceptable ASSET or COMPASS score

Type of Program:
Evening

Type of Degree:
Certificate

Employment Opportunities:
This is the first step in pursuing a commercial pilot rating. This rating may also be used for personal recreational flying.

- This program will prepare students to obtain an accredited Federal Aviation Administration (FAA) private pilot license.

Recommended Program Schedule

First Semester – Fall			
APT	115	Private Pilot Flight Ground School	3.0
APT	110	Aviation Law and Federal Aviation Regulations	2.0
APT	120	Private Pilot Flight*	2.0
Second Semester – Spring			
APT	101	Aviation Meteorology	3.0
APT	105	Air Navigation	3.0
Third Semester – Summer			
APT	125	Aviation Management	3.0
Total credit hours			**16.0**

*APT 120 is offered year round, and can be taken any time during the program.

Architectural Engineering Technology

Architectural Engineering Technology
Associate in Applied Science

Mission Statement:
Graduates of the Architectural Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction industry vendors, sub-contractors and design build contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building of residential and commercial facilities and will be equipped with the ability to create basic construction documents. Students will be prepared for CAD drafting and limited code analysis in an office environment.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

Employment Opportunities:
Architectural and engineering firms, construction companies, retail and wholesale suppliers of building materials

- This program trains students to convert preliminary designs from architects and engineers into working drawings and specifications, as well as plan, supervise, and estimate preliminary costs of construction projects.
- Graduates may continue their training for two or more years at four-year institutions offering Bachelor of Engineering Technology programs.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

AET	105	Construction Documents	3.0
AET	110	Architectural Graphics I	3.0
AET	111	Architectural Computer Graphics I	3.0
CET	120	Construction Materials	3.0
MAT	110	College Algebra*	3.0
CPT	101	Introduction to Computers	3.0

Second Semester - Spring

AET	101	Building Systems I	3.0
AET	103	International Building and Residential Codes	3.0
AET	120	Architectural Graphics II	3.0
AET	121	Auto CAD Architectural Desktop	2.0
ENG	101	English Composition I*	3.0
PHY	201	Physics I*	4.0

Third Semester - Summer

AET	150	Preliminary Project Estimating	2.0
CET	103	Construction Surveying	2.0
ART	101	Art History and Appreciation*	3.0
MAT	111	College Trigonometry*	3.0

Fourth Semester - Fall

AET	221	Architectural Computer Graphics II	4.0
CET	115	Mechanical and Electrical Systems	2.0
EGR	194	Statics & Strength of Materials	4.0
SPC	205	Public Speaking*	3.0

Fifth Semester - Spring

AET	201	Building Systems II (or department head-approved elective)	3.0
AET	231	Architectural Computer Graphics III	4.0
CET	220	Concrete and Steel Design	3.0
PSY	201	General Psychology*	3.0
		or	
SOC	101	Introduction to Sociology*	

Total credit hours **72.0**

*General Education course

Note: Please contact your advisor for recommended evening schedules.

** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Auto Body

Auto Body Repair
Diploma in Applied Science

Mission Statement:
The Auto Body Repair Department at Greenville Technical College is dedicated to the training of students to meet the ever-changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the department advisory committee which is composed of representatives from insurance, dealer, and independent companies. The certificate and diploma programs provide the students with the needed theory and hands-on experience to obtain employment in the auto body repair industry.

Entrance Requirements:
Acceptable ASSET or COMPASS score; high school diploma or GED

Type of Program:
Day

Type of Degree:
Diploma

Professional Credentials:
ASE Automotive Service Excellence Technician (subject to passing exam); I-CAR Training Alliance receive I-CAR Gold Class Points (subject to passing exam)

Employment Opportunities:
Automotive body repair technician, estimator, refinish technician, aviation refinish technician, customer advisor, parts specialist, collision center manager, shop owner

- This program consists of unibody/full frame structural repair, sheet metal repair, welding, estimating, automotive electricity, air conditioning, restraints, and refinishing.
- An Associate Degree in Applied Science with a major in General Technology is available to graduates of the diploma program.

Recommended Program Schedule

First Semester - Fall			
ABR	101	Structural Repair I	5.0
ABR	102	MIG Welding	3.0
ABR	103	Sheet Metal Repair I	4.0
ENG	165	Professional Communications*	3.0
Second Semester - Spring			
ABR	108	Refinishing I	3.0
ABR	111	Structural Repair II	5.0
ABR	113	Sheet Metal Repair II	4.0
PSY	103	Human Relations*	3.0
Third Semester - Summer			
ABR	109	Accessories	3.0
ABR	118	Refinishing II	3.0
ABR	119	Estimating Repairs	2.0
MAT	101	Beginning Algebra*	3.0
		or	
MAT	170	Algebra, Geometry, & Trigonometry I*	
Total credit hours			**41.0**

*General Education course

Note: Students planning to pursue an Associate Degree in Applied Science with a major in General Technology should take MAT 170 rather than MAT 101.

Auto Body Repair
Certificate in Applied Science

Mission Statement:
The Auto Body Repair Department at Greenville Technical College is dedicated to the training of students to meet the ever-changing needs of the automotive collision repair industry. The program will be continually monitored and improved to meet employer needs through the department advisory committee which is composed of representatives from insurance, dealer, and independent companies. The certificate and diploma programs provide the students with the needed theory and hands-on experience to obtain employment in the auto body repair industry.

Entrance Requirements:
Acceptable ASSET or COMPASS score; high school diploma or GED

Type of Program:
Day

Type of Degree:
Certificate

Professional Credentials:
ASE Automotive Service Excellence Technician (subject to passing exam); I-CAR Training Alliance receive I-CAR Gold Class Points (subject to passing exam)

Employment Opportunities:
Automotive body repair technician, estimator, refinish technician, aviation refinish technician, customer advisor, parts specialist, collision center manager, shop owner

- This program consists of unibody/full frame structural repair, sheet metal repair, welding, estimating, automotive electricity, air conditioning, restraints, and refinishing.

Recommended Program Schedule

First Semester - Fall			
ABR	101	Structural Repair I	5.0
ABR	102	MIG Welding	3.0
ABR	103	Sheet Metal Repair I	4.0
Second Semester - Spring			
ABR	108	Refinishing I	3.0
ABR	111	Structural Repair II	5.0
ABR	113	Sheet Metal Repair II	4.0
Third Semester - Summer			
ABR	109	Accessories	3.0
ABR	118	Refinishing II	3.0
ABR	119	Estimating Repairs	2.0
Total credit hours			**32.0**

Automotive Technology

Automotive Technology
Associate in Applied Science
Automotive Service Training Program (ASTP)

Mission Statement:
The Automotive Service Training Program (ASTP) is a two-year associate degree program designed to prepare students to become proficient, entry-level automotive technicians. The ASTP program is certified by The National Automotive Technicians Education Foundation (NATEF). The graduates of the ASTP program are encouraged to take the Automotive Service Excellence (ASE) test in all eight areas of study after completion of the program. The ASTP program prepares graduates for employment in dealerships and service centers.

Entrance Requirements:
Acceptable ASSET or COMPASS score; high school diploma or GED

Type of Program:
Day

Type of Degree:
Associate degree

Professional Credential:
Automotive Service Excellence Technician (subject to passing exam)

Employment Opportunities:
Automotive service with a dealer or independent service organization

- This program trains students in the testing, diagnosis, and servicing of motor vehicles.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Fall			
AUT	101	Engine Fundamentals	3.0
AUT	132	Automotive Electricity	4.0
AUT	115	Manual Drive Train/Axle	3.0
AUT	111	Brakes	3.0
ENG	165	Professional Communications*	3.0
Second Semester - Spring			
AUT	103	Engine Reconditioning	4.0
AUT	121	Suspension & Steering	3.0
AUT	135	Ignition Systems	3.0
AUT	147	Fuel Systems	4.0
HSS	105	Technology & Culture*	3.0
Third Semester - Summer			
AUT	247	Electronic Fuel Systems	4.0
AUT	152	Automatic Transmission	4.0
AUT	241	Automotive Air Conditioning	4.0
MAT	170	Algebra, Geometry, & Trigonometry I*	3.0
Fourth Semester - Fall			
AUT	211	Advanced Brakes	3.0
AUT	221	Suspension & Steering Diagnosis	3.0
AUT	252	Advanced Automatic Transmission	4.0
PHS	111	Conceptual Physics I*	3.0
Fifth Semester - Spring			
AUT	110	Introduction to Automotive Welding	3.0
AUT	242	Electronic Climate Controls	4.0
AUT	262	Advanced Auto Diagnosis & Repair	4.0
PSY	103	Human Relations*	3.0
Total credit hours			**75.0**

*General Education course

Automotive Technology
Associate in Applied Science
General Motors Automotive Service Educational Program (ASEP)

Mission Statement:
The Automotive Service Educational Program (ASEP) is a two-year associate degree program designed to prepare students to become proficient, entry-level automotive technicians. This program trains students in the testing, diagnosis, and servicing of General Motors motor vehicles.

Entrance Requirements:
Acceptable ASSET or COMPASS score; high school diploma or GED

Type of Program:
Day

Type of Degree:
Associate degree

Professional Credential:
ASE Automotive Service Excellence Technician (subject to passing exam)

Employment Opportunities:
Automotive technician at General Motors dealerships or AC Delco shops

- This is the only General Motors Automotive Service Educational Program in South Carolina.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Fall			
AUT	101	Engine Fundamentals	3.0
AUT	132	Automotive Electricity	4.0
AUT	115	Manual Drive Train/Axle	3.0
AUT	111	Brakes	3.0
CWE	111	Co-op Work Experience I**	1.0
ENG	165	Professional Communications*	3.0
Second Semester - Spring			
AUT	103	Engine Reconditioning	4.0
AUT	121	Steering & Suspension	3.0
AUT	135	Ignition Systems	3.0
AUT	147	Fuel Systems	4.0
CWE	121	Co-op Work Experience II**	1.0
HSS	105	Technology & Culture*	3.0
Third Semester - Summer			
AUT	247	Electronic Fuel Systems	4.0
AUT	152	Automatic Transmission	4.0
AUT	241	Automotive Air Conditioning	4.0
CWE	131	Co-op Work Experience III**	1.0
MAT	170	Algebra, Geometry, & Trigonometry I*	3.0
Fourth Semester - Fall			
AUT	211	Advanced Brakes	3.0
AUT	221	Suspension & Steering Diagnosis	3.0
AUT	252	Advanced Automatic Transmission	4.0
CWE	211	Co-op Work Experience IV**	1.0
PHS	111	Conceptual Physics I*	3.0
Fifth Semester - Spring			
AUT	110	Introduction to Automotive Welding	3.0
AUT	242	Electronic Climate Controls	4.0
AUT	262	Advanced Automotive Diagnosis and Repair	4.0
CWE	221	Co-op Work Experience V**	1.0
PSY	103	Human Relations*	3.0
Total credit hours			**80.0**

*General Education course
**Requires a job working at a qualifying dealership or shop

Automotive Technology
Associate in Applied Science
Nissan/Infiniti Training Program

Mission Statement:
The Nissan/Infiniti Training Program is a two-year associate degree program designed to prepare students to become proficient, entry-level automotive technicians. It trains students in the testing, diagnosis, and servicing of Nissan/Infiniti motor vehicles.

Entrance Requirements:
Acceptable ASSET or COMPASS score; high school diploma or GED

Type of Program:
Day

Type of Degree:
Associate degree

Professional Credentials:
ASE Automotive Service Excellence Technician (subject to passing exam)

Employment Opportunities:
Automotive technician at Nissan/Infiniti dealerships

- This is the only Nissan/Infiniti training program in South Carolina.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Fall			
AUT	101	Engine Fundamentals	3.0
AUT	132	Automotive Electricity	4.0
AUT	135	Ignition Systems	3.0
AUT	147	Fuel Systems	4.0
ENG	165	Professional Communications*	3.0
Second Semester - Spring			
AUT	103	Engine Reconditioning	4.0
AUT	115	Manual Drive Train/Axle	3.0
AUT	121	Suspension & Steering	3.0
AUT	247	Electronic Fuel Systems	4.0
HSS	105	Technology & Culture*	3.0
Third Semester - Summer			
AUT	111	Brakes	3.0
AUT	152	Automatic Transmission	4.0
AUT	241	Automotive Air Conditioning	4.0
MAT	170	Algebra, Geometry, & Trigonometry I*	3.0
Fourth Semester - Fall			
AUT	211	Advanced Brakes	3.0
AUT	221	Suspension & Steering Diagnosis	3.0
AUT	252	Advanced Automatic Transmission	4.0
PHS	111	Conceptual Physics I*	3.0
Fifth Semester - Spring			
AUT	110	Introduction to Automotive Welding	3.0
AUT	242	Electronic Climate Controls	4.0
AUT	262	Advanced Automotive Diagnosis and Repair	4.0
PSY	103	Human Relations*	3.0
Total credit hours			**75.0**

*General Education course

Automotive Technology
Associate in Applied Science
Southeast Toyota-Approved Training

Mission Statement:
The Southeast Toyota-Approved Training program is a two-year associate degree program designed to prepare students to become proficient, entry-level automotive technicians. This program trains students in the testing, diagnosis, and servicing of Toyota motor vehicles.

Entrance Requirements:
Acceptable ASSET or COMPASS score; high school diploma or GED

Type of Program:
Day

Type of Degree:
Associate degree

Professional Credential:
ASE Automotive Service Excellence Technician (subject to passing exam)

Employment Opportunities:
Automotive technician at Toyota dealerships

- This is the only Toyota training program in South Carolina.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Fall			
AUT	101	Engine Fundamentals	3.0
AUT	132	Automotive Electricity	4.0
AUT	135	Ignition Systems	3.0
AUT	147	Fuel Systems	4.0
ENG	165	Professional Communications*	3.0
Second Semester - Spring			
AUT	103	Engine Reconditioning	4.0
AUT	115	Manual Drive Train/Axle	3.0
AUT	121	Suspension & Steering	3.0
AUT	247	Electronic Fuel Systems	4.0
HSS	105	Technology & Culture*	3.0
Third Semester - Summer			
AUT	111	Brakes	3.0
AUT	152	Automatic Transmission	4.0
AUT	241	Automotive Air Conditioning	4.0
MAT	170	Algebra, Geometry, & Trigonometry I*	3.0
Fourth Semester - Fall			
AUT	211	Advanced Brakes	3.0
AUT	221	Suspension & Steering Diagnosis	3.0
AUT	252	Advanced Automatic Transmission	4.0
PHS	111	Conceptual Physics I*	3.0
Fifth Semester - Spring			
AUT	110	Introduction to Automotive Welding	3.0
AUT	242	Electronic Climate Controls	4.0
AUT	262	Advanced Automotive Diagnosis and Repair	4.0
PSY	103	Human Relations*	3.0
Total credit hours			**75.0**

*General Education course

Automatic/Manual Transmission
Certificate in Applied Science

Mission Statement:
The purpose of this certificate is to train students in the principles and theory of operation of automatic and manual transmissions.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Automotive service with a dealer or independent service organization

Recommended Program Schedule

AUT	115	Manual Drive Train/Axle	3.0
AUT	152	Automatic Transmissions	4.0
AUT	252	Advanced Transmissions	4.0
Total credit hours			**11.0**

Automotive Air Conditioning Systems
Certificate in Applied Science

Mission Statement:
The purpose of this certificate is to train students in the principles, theory of operation, and servicing of a variety of automotive air conditioning operating systems.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Automotive service with a dealer or independent service organization

Recommended Program Schedule

AUT	241	Automotive Air Conditioning	4.0
AUT	242	Electronic Climate Controls	4.0
Total credit hours			**8.0**

Brakes/Steering/Suspension
Certificate in Applied Science

Mission Statement:
The purpose of this certificate is to train students in the principles and theory of operation of brake, steering, and suspension systems for front and rear-wheel drive vehicles.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Automotive service with a dealer or independent service organization

Recommended Program Schedule

AUT	111	Brakes	3.0
AUT	121	Suspension & Steering	3.0
AUT	211	Advanced Brakes	3.0
AUT	221	Suspension & Steering Diagnosis	3.0
Total credit hours			**12.0**

Engine Electrical
Certificate in Applied Science

Mission Statement:
The purpose of this certificate is to train students in the principles, theory of operation, and troubleshooting skills related to engine electrical systems.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Automotive service with a dealer or independent service organization

Recommended Program Schedule

AUT	101	Engine Fundamentals	3.0
AUT	132	Automotive Electricity	4.0
AUT	135	Ignition Systems	3.0
Total credit hours			**10.0**

Engine Performance
Certificate in Applied Science

Mission Statement:
The purpose of this program is to train students in the principles and theory of engine performance.
Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day
Type of Degree:
Certificate
Employment Opportunities:
Automotive service with a dealer or independent service organization

Recommended Program Schedule

AUT	147	Fuel Systems	4.0
AUT	247	Electronic Fuel Systems	4.0
Total credit hours			**8.0**

Motorsports Marketing
Certificate in Applied Science

Mission Statement:
The Motorsports Marketing program's purpose is for students to gain a working knowledge of the marketing of racing drivers, cars, and venues to potential sponsors that can support racing and use it as an advertising medium. This program is designed to help students understand the many areas of motorsports and their marketing needs. The student that completes this certificate can enter the workforce as a motorsports marketing assistant.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Race team or performance supplier

- This program teaches students how to market and promote events to race teams and prospective businesses.

Recommended Program Schedule

MST	101	Introduction to Motorsports	3.0
MST	102	Motorsports Operations	3.0
MST	130	Motorsports Marketing	3.0
Total credit hours			**9.0**

Motorsports Performance Engines
Certificate in Applied Science

Mission Statement:
The purpose of this certificate is to train students in the skills required for proper performance engine building, setup, and testing.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Employment Opportunities:
Race teams or performance shops

Recommended Program Schedule

AUT	101	Engine Fundamentals	3.0
MST	123	High Performance Engines	3.0
MST	223	High Performance Engine Testing and Tuning	3.0
Total credit hours			**9.0**

Race Chassis Building and Setup
Certificate in Applied Science

Mission Statement:
The purpose of this program is to train students in the proper method and procedures of a race chassis setup.
Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day
Type of Degree:
Certificate
Employment Opportunities:
Race teams or chassis builders

Recommended Program Schedule

MST	101	Introduction to Motorsports	3.0
MST	124	Race Chassis Fabrication	3.0
MST	125	Race Tires, Shocks, and Chassis Setup	3.0
MST	224	Advanced Race Chassis and Body Fabrication	3.0
Total credit hours			**12.0**

Building Construction Technology

Building Construction Technology
Diploma in Applied Science

Mission Statement:

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day

Type of Degree:

Diploma

Professional Credentials:

Builder's License (subject to passing exam)

Employment Opportunities:

All building industries, projects, self employment

- This program teaches the fundamentals of the carpentry trade, as well as the basic procedures of cabinetmaking.
- An Associate Degree in Applied Science with a major in General Technology is available to graduates of the diploma program.

Recommended Program Schedule

First Semester - Fall			
BCT	101	Introduction to Building Construction	5.0
BCT	102	Fundamentals of Building Construction	4.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	131	Estimating/Quantity Takeoff	2.0
MAT	170	Algebra, Geometry, & Trigonometry I*	3.0
Second Semester - Spring			
BCT	103	Construction Site Layout	4.0
BCT	115	Construction Safety and Equipment	2.0
BCT	201	Principles of Roof Construction	4.0
BCT	231	Construction Labor and Expediting	3.0
ENG	165	Professional Communications*	3.0
Third Semester - Summer			
BCT	116	Residential Building Exam Prep	1.0
BCT	203	Exterior & Interior Finishes	5.0
BCT	209	Construction Project Management	3.0
BCT	221	Construction Building Codes	3.0
		Social Science Elective*	3.0
Total credit hours			**49.0**

*General Education course
Note: Please contact your advisor for evening schedules.

Building Construction Technology
Certificate in Applied Science

Program Mission Statement

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day

Type of Degree:

Certificate

Professional Credentials:

Builder's License (subject to passing exam)

Employment Opportunities:

All building industries, projects, self employment

- This program teaches the fundamentals of the building trade, as well as the basic procedures of cabinetmaking.

Recommended Program Schedule

First Semester - Fall			
BCT	101	Introduction to Building Construction	5.0
BCT	102	Fundamentals of Building Construction	4.0
BCT	113	Fundamentals of Construction Prints	4.0
BCT	131	Estimating/Quantity Takeoff	2.0
Second Semester - Spring			
BCT	103	Construction Site Layout	4.0
BCT	115	Construction Safety and Equipment	2.0
BCT	201	Principles of Roof Construction	4.0
BCT	231	Construction Labor and Expediting	3.0
Third Semester - Summer			
BCT	203	Exterior & Interior Finishes	5.0
BCT	209	Construction Project Management	3.0
BCT	221	Construction Building Codes	3.0
BCT	116	Residential Building Exam Prep	1.0
Total credit hours			**40.0**

Note: Please contact your advisor for evening schedules.

Masonry
Certificate in Applied Science

Program Mission Statement

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Residential/commercial, construction, self employment

- This program will provide students with the knowledge, skills, and abilities necessary to work in the construction industry as a mason.

Recommended Program Schedule

First Semester - Fall		
MSY 101	Masonry Fundamentals	5.0
MSY 102	Advanced Masonry	5.0
Second Semester - Spring		
MSY 110	Masonry Construction I	5.0
MSY 111	Masonry Construction II	4.0
Third Semester - Summer		
MSY 112	Brick Masonry	4.0
Total credit hours		**23.0**

Plumbing
Certificate in Applied Science

Program Mission Statement

The mission of the Building Construction Technology program is to provide the college's local service area and the global economy with a pool of skilled, entry-level carpenters, plumbers, and masons. Our program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry standards, impacting the community in which they choose to reside in a positive manner in years to come.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of teamwork with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Evening

Type of Degree:

Certificate

Employment Opportunities:

Residential/commercial, construction, self employment

- This program will provide students with the knowledge, skills, and abilities necessary to work in the construction industry as a plumber.
- This certificate program is an open-end, close-end format; students may begin any semester.

Recommended Program Schedule

First Semester		
BCT 150	Plumbing	5.0
Second Semester		
BCT 151	Introduction to Residential Plumbing	3.0
BCT 154	Plumbing Tests and Connections	3.0
Third Semester		
BCT 152	Residential Plumbing	5.0
Fourth Semester		
BCT 119	Plumbing Inspector	1.0
BCT 153	Plumbing Repairs	3.0
Total credit hours		**20.0**

Construction Engineering Technology

Construction Engineering Technology
Associate in Applied Science

Mission Statement:
Graduates of the Construction Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction companies, highway departments, contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building, operation, and maintenance of buildings and infrastructure and will be equipped with the ability to utilize basic construction documents to participate in construction activities. Students will be prepared for limited site supervision, estimating, scheduling, and assistant project management in a construction office.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

Employment Opportunities:
Construction companies, estimating firms, highway departments, builders, architectural/engineering firms

- This program prepares students for limited site supervision, contracting, estimating, scheduling, and assistant project management in a construction office.
- Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.
- Graduates may continue their education toward a bachelor of science degree at Clemson University or at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transferring should take University Transfer courses and meet with their advisor for assistance.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

AET	105	Construction Documents	3.0
AET	110	Architectural Graphics I	3.0
CET	120	Construction Materials	3.0
ENG	101	English Composition I*	3.0
MAT	110	College Algebra*	3.0

Second Semester - Spring

AET	101	Building Systems I	3.0
AET	103	International Building and Residential Codes	3.0
CET	103	Construction Surveying	2.0
PHY	201	Physics I*	4.0
CPT	101	Introduction to Computers	3.0
SPC	205	Public Speaking*	3.0

Third Semester - Summer

ART	101	Art History and Appreciation*	3.0
MAT	111	College Trigonometry	3.0
ECO	211	Microeconomics*	3.0
		or	
PSY	201	General Psychology*	
		or	
SOC	101	Introduction to Sociology*	

Fourth Semester - Fall

CET	115	Mechanical and Electrical Systems	2.0
CET	232	Construction Estimating I	4.0
CET	234	Construction Estimating II	4.0
EGR	194	Statics & Strength of Materials	4.0

Fifth Semester - Spring

AET	201	Building Systems II (or department head-approved elective)	3.0
CET	220	Concrete and Steel Design	3.0
CET	236	Computerized Construction Estimating	4.0
CET	238	Construction Planning & Scheduling	2.0
CET	254	Construction Senior Project	5.0
Total credit hours			**73.0**

*General Education course
Note: Please contact your advisor for recommended evening schedules.
** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Construction Engineering Technology
Associate in Applied Science with Transfer to Clemson University
Construction Science and Management

Mission Statement:
Graduates of the Construction Engineering Technology associate degree will be prepared with the technical skills necessary to enter careers with construction companies, highway departments, contractors, and architectural and engineering firms. Graduates will have gained knowledge in the building, operation, and maintenance of buildings and infrastructure and will be equipped with the ability to utilize basic construction documents to participate in construction activities. Students will be prepared for limited site supervision, estimating, scheduling, and assistant project management in a construction office.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

Employment Opportunities:
Construction companies estimating firms, highway departments, builders, architectural/engineering firms

- Graduates of Greenville Tech's Associate Degree in Construction Engineering Technology who meet all of the below listed criteria may apply for transfer to Clemson University and major in the Bachelor of Science in Construction Science and Management Degree Program. The criteria are as follows:
  - ❏ The student will have received the Associate in Applied Science Degree with a major in Construction Engineering Technology (two-year transfer option) from Greenville Tech.
  - ❏ The student must complete a Student Agreement (see advisor) and satisfy the current required courses agreed on between Greenville Tech's CET Department and Clemson's Construction Science and Management Department.
  - ❏ The students' cumulative grade point ratio must be 2.8 or higher. A grade of "C," or better, is necessary in all courses applied toward a bachelor's degree.
  - ❏ The student must achieve the minimum score on the South Carolina Education Entrance Examination and forward the scores to Clemson University.
  - ❏ Each student at Greenville Tech who intends to follow this program must sign the "Student Transfer Agreement" document before completing 30 credit hours at Greenville Tech. The dean of the Engineering Technology Division at Greenville Tech and the dean of the College of Architecture, Arts and Humanities at Clemson University must also sign this agreement.
- This program prepares students for limited site supervision, contracting, estimating, scheduling, and assistant project management in a construction office.
- Graduates are prepared to take the South Carolina General Contractors and the South Carolina Residential Contractors exams.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.
- Graduates may continue their education toward a Bachelor of Science degree at Clemson University in Construction Science Management by following the GTC/CU articulation agreement.
- Graduates may also continue their education at four-year institutions offering Bachelor of Engineering Technology programs. Students interested in transfering should take University Transfer courses and meet with their advisor for assistance.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

AET	105	Construction Documents	3.0
AET	110	Architectural Graphics I	3.0
CET	120	Construction Materials	3.0
ENG	101	English Composition I*	3.0
MAT	140	Analytical Geometry & Calculus I*	4.0
ACC	101	Accounting Principles I*	3.0

Second Semester - Spring

AET	101	Building Systems I	3.0
AET	103	International Building and Residential Codes	3.0
CET	103	Construction Surveying	2.0
CPT	101	Introduction to Computers	3.0
SPC	205	Public Speaking*	3.0
PHY	201	Physics I*	4.0

Third Semester - Summer

ART	101	Art History and Appreciation*	3.0
ECO	211	Microeconomics*	3.0
ENG	102	English Composition II*	3.0
PHY	202	Physics II*	4.0

Fourth Semester - Fall

CET	115	Mechanical and Electrical Systems	2.0
CET	232	Construction Estimating I	4.0
CET	234	Construction Estimating II	4.0
ECO	210	Macroeconomics*	3.0
EGR	194	Statics & Strength of Materials	4.0

Fifth Semester - Spring

AET	201	Building Systems II (or department head-approved elective)	3.0
CET	220	Concrete and Steel Design	3.0
CET	236	Computerized Construction Estimating	4.0
CET	238	Construction Planning & Scheduling	2.0
CET	254	Construction Senior Project	5.0

Sixth Semester - Summer

ENG	20x	(200-level literature course)*	3.0

Total credit hours **87.0**

*General Education course
Note: Please contact your advisor for recommended evening schedules.
** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Solar Technician
Certificate in Applied Science

Mission Statement:
Graduates of the Construction Engineering Technology Solar Certificate will be prepared with the technical skills necessary to enter careers with solar companies, contractors, and engineering firms. Graduates will have gained knowledge in the building, operation, and maintenance of solar systems and will be equipped with the ability to participate in solar construction activities. Students will be prepared for the fundamental knowledge requirement for the North American Board of Energy Practitioners Entry Level Exam.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

Employment Opportunities:
With the changing economy and emphasis on renewable energy systems, employment is expected to grow in solar installation and sales companies, utility companies, city, county, and state governments, as well as engineering, construction, electrical and plumbing companies incorporating solar.

- This program provides students with the skills to work as a solar technician. The skill sets included in this training match the outcomes for NABCEP (North American Board of Certified Energy Practitioners) and should qualify the students to take and pass the NABCEP Entry Level Exam. This status will qualify students to become employed in the Solar Industry and further their skills while being employed and strive to become a NABCEP Certified Installer. The advanced solar classes will be offered as demand indicates the need to provide students with a broader knowledge for accomplishing NABCEP Installer Certification (PV and Thermal). Students could augment this certificate with general education courses and courses from other programs and earn a General Technology associate degree.

Recommended Program Schedule

First Semester - Fall			
SOL	101	Solar Building Fundamentals	3.0
MAT	101	Beginning Algebra	3.0
Second Semester - Spring			
SOL	120	Basic Solar Energy Technology	3.0
ENG	165	Professional Communications	3.0
Third Semester - Summer			
SOL	201	Solar Photovoltaic Systems	4.0
SOL	202	Solar Thermal Systems	4.0
Fourth Semester - Fall			
SOL	220	Solar Photovoltaic Design and Installation	4.0
SOL	230	Solar Thermal Design And Installation	4.0
Total credit hours			**28.0**

Diesel Technology

Diesel Equipment Technology
Certificate in Applied Science

Mission Statement:
The Diesel Technology certificate is designed to prepare graduates with the necessary technical skills to become a diesel heavy equipment mechanic. The student will receive a well-rounded education including basic knowledge and mechanical theories with significant hands-on experience. Graduates will have a solid foundation of knowledge to confidently execute the well-acclaimed ASE certifications.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or evening

Type of Degree:
Certificate

Professional Credentials:
ASE Automotive Service Excellence Technician (subject to passing exam)

Employment Opportunities:
Truck repair, fleet service, heavy equipment

- This program provides students with an understanding of diesel equipment systems with emphasis on "over-the-road trucks."

Recommended Program Schedule

First Semester - Fall		
DHM 107	Diesel Equipment Service & Diagnosis	3.0
DHM 173	Electrical Systems I	3.0
DHM 273	Electrical Systems II	3.0
DHM 125	Diesel Fuel Systems	3.0
Second Semester - Spring		
DHM 105	Diesel Engines I	3.0
DHM 205	Diesel Engines II	3.0
DHM 155	Power Trains	3.0
DHM 255	Air Brake Systems	3.0
Third Semester - Summer		
DHM 225	Electronic Fuel Systems	3.0
DHM 231	Diesel Air Conditioning	2.0
DHM 251	Suspension & Steering	3.0
Total credit hours		**32.0**

Electronics Engineering Technology

Electronics Engineering Technology
Associate in Applied Science

Mission Statement:
An electronics engineering technician develops, troubleshoots, maintains, programs, tests, calibrates, documents, designs, constructs, and installs electronic systems in a professional manner.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

Employment Opportunities:
Power companies, manufacturing, computer and service industries

- This program educates students to work with engineers in designing or evaluating new products as well as troubleshooting and repairing electronics equipment, including computer equipment.
- Graduates may continue their education toward a Bachelor of Engineering Technology degree at a college offering this degree. Students interested in transferring should take University Transfer courses and and meet with their advisor for assistance.
- This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

EGR	130	Engineering Technology Applications and Programming	3.0
EET	111	DC Circuits	4.0
ENG	101	English Composition I*	3.0
MAT	110	College Algebra*	3.0

Second Semester - Spring

EET	112	AC Circuits	4.0
EET	172	Electronic Drafting	2.0
MAT	111	College Trigonometry*	3.0
PHY	201	Physics I*	4.0

Third Semester - Summer

EET	131	Active Devices	4.0
EET	145	Digital Circuits	4.0
EET	227	Electrical Machinery	3.0
SPC	205	Public Speaking*	3.0

Fourth Semester - Fall

EET	141	Electronic Circuits	4.0
EET	233	Control Systems	4.0
EET	251	Microprocessor Fundamentals	4.0
		Humanities Course*	3.0

Fifth Semester - Spring

CHM	110	College Chemistry I*	4.0
EET	235	Programmable Controllers	3.0
EET	243	Data Communications	3.0
EET	273	Electronics Senior Project	1.0
		Social/Behavioral Science Course*	3.0
Total credit hours			**69.0**

*General Education course
Note: Please contact your advisor for evening and weekend schedules.
** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Engineering Graphics Technology

Engineering Graphics Technology
Associate in Applied Science

Program Mission Statement:
The mission of the Engineering Graphics Technology program is to provide the Upstate of South Carolina with professionally prepared entry-level CAD drafting and design technicians capable of making significant contributions to the progress of business and industry in the area.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

Employment Opportunities:
Manufacturing, industrial, engineering, mechanical contractors, design and build

- This program trains students to transform design and engineering ideas into 2-D drawings, 3-D models and specifications using CAD software.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

ENG	101	English Composition I*	3.0
CPT	101	Introduction to Computers	3.0
		or	
EGR	130	Engineering Technology Applications & Programming	
MAT	110	College Algebra*	3.0
EGT	110	Engineering Graphics I	4.0
PSY	201	General Psychology*	3.0
		or	
SOC	101	Introduction to Sociology*	
		or	
ECO	211	Microeconomics*	

Second Semester - Spring

EGT	115	Engineering Graphics II	4.0
EGR	275	Introduction to Engineering/ Computer Graphics	3.0
EGR	175	Manufacturing Processes	3.0
PHY	201	Physics I*	4.0
MAT	111	College Trigonometry*	3.0

Third Semester - Summer

EGT	119	Geometrics	3.0
EGT	127	Descriptive Geometry for Drafters	3.0
EGR	194	Statics & Strength of Materials	4.0

Fourth Semester - Fall

EGT	152	Fundamentals of CAD	3.0
EGT	210	Engineering Graphics III	4.0
EGT	215	Mechanical Drawing Applications	4.0
EGR	170	Engineering Materials	3.0
		Humanities Elective*	3.0

Fifth Semester - Spring

EGT	220	Structural & Piping Applications	4.0
EGT	240	Engineering Graphics Technology Senior Project	1.0
EGT	252	Advanced CAD	3.0
SPC	205	Public Speaking*	3.0
		Technical Elective**	3.0

Total credit hours **74.0**

***Approved Humanities Electives**

ART	101	Art History and Appreciation	3.0
ART	105	Film as Art	3.0
FRE	102	Elementary French II	4.0
GER	102	Elementary German II	4.0
HIS	106	Introduction to African History	3.0
HIS	112	Nonwestern Civilizations	3.0
HIS	115	African-American History	3.0
HSS	105	Technology and Culture	3.0
IDS	210	Special Topics for Honors	3.0
MUS	105	Music Appreciation	3.0
PHI	101	Introduction to Philosophy	3.0
REL	101	Introduction to Religion	3.0
REL	201	Religions of the World	3.0
SPA	102	Elementary Spanish II	4.0
SPA	201	Intermediate Spanish I	3.0
THE	101	Introduction to Theatre	3.0

****Technical Elective — Choose Technical Elective from list below:**

CET	220	Concrete and Steel Design	3.0
EET	227	Electrical Machinery	3.0
EGT	245	Principles of Parametric CAD	3.0
EGT	251	Principles of CAD	3.0
EGR	285	Engineering Surveying I	3.0
		and	
EGR	295	Engineering Surveying Lab I	1.0
MET	211	Strength of Materials	4.0
MET	213	Dynamics	3.0
MET	214	Fluid Mechanics	3.0
MET	226	Applied Heat Principles	4.0
MTT	211	Die Theory	3.0

**Other technical electives may be approved upon review by the EGT department head.

Note: Please contact your advisor for recommended evening schedules.
** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

3-D Modeling CAD Design
Certificate in Applied Science

Mission Statement:
The mission of the 3-D Modeling CAD Design certificate is to provide students with a foundation of industrial 3-D Solid Modeling CAD skills, along with rapid prototyping, in order to contribute in the work place as a CAD design technician.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

Employment Opportunities:
Manufacturing, engineering companies, product design and machine design companies.

- This program will train students in the use of Solid Works and CATIA CAD software, which will be utilized by local companies in the machine design, automotive and aerospace industries.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
		or	
EGR	130	Engineering Technology Applications & Programming	
EGR	275	Introduction to Engineering/Computer Graphics	3.0
EGT	110	Engineering Graphics I*	4.0
Second Semester			
EGT	115	Engineering Graphics II	4.0
EGT	152	Fundamentals of CAD	3.0
Third Semester			
EGT	245	Principles of Parametric CAD	3.0
EGT	252	Advanced CAD	3.0
Total credit hours			**23.0**

* EGT 110 requires placement into RDG 032 and placement into MAT 101.

Note: Please contact your advisor for recommended evening schedules.

Drafting & CAD Design Fundamentals
Certificate in Applied Science

Mission Statement:
The mission of the Drafting & CAD Design Fundamentals certificate is to provide students with the basic skills of 2-D industrial drafting & CAD, along with manufacturing practices, in order to contribute in the work place as an entry-level CAD technician.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

Employment Opportunities:
Manufacturing, engineering companies, product design and machine design companies.

- This program is designed to provide basic manual and computer-aided drafting skills training.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
		or	
EGR	130	Engineering Technology Applications & Programming	
EGR	275	Introduction to Engineering/Computer Graphics	3.0
EGT	110	Engineering Graphics I*	4.0
Second Semester			
EGT	115	Engineering Graphics II	4.0
EGR	175	Manufacturing Processes	3.0
Third Semester			
EGT	119	Geometrics	3.0
EGT	127	Descriptive Geometry for Drafters	3.0
Total credit hours			**23.0**

* EGT 110 requires placement into RDG 032 and placement into MAT 101.

Note: Please contact your advisor for recommended evening schedules.

Engineering Transfer Tracks

Courses offered within the recommended engineering transfer track provide access and transfer to bachelor's degree programs in engineering. Students may choose a program from among five areas — chemical, civil, computer, electrical, or mechanical — that provides a two-year sequence typical of university-level engineering requirements. Students following a recommended engineering transfer track may earn the Associate in Science degree upon completion of 60 credit hours meeting Associate in Science degree requirements. Students completing the recommended engineering transfer track do not earn an additional certificate, diploma or degree.

Students planning to pursue a bachelor's degree in engineering are strongly urged to utilize Greenville Technical College's academic advising services. The transfer process for this track is very specific and leaves little opportunity for error in choosing classes. It is very important that students discuss curriculum and transfer requirements with their assigned academic advisor and with a transfer advisor at the four-year institution of their choice. It is most beneficial to the student if these discussions begin as soon as the choice to major in engineering at a four-year institution has been made. Engineering Technology faculty and academic advising staff serving the Engineering Technology Division will be an excellent resource for students considering this academic option.

High school preparation for engineering should include a strong emphasis on mathematics, science and basic English skills. Students not meeting the requirements for entry into MAT 140 and ENG 101 will have preparatory work to complete and may need more than five semesters to finish the engineering transfer course sequence.

Associate in Science

Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day or night
Type of Degree:
Associate degree
Total Hours Required for Associate Degree:
60 semester hours; Additional hours recommended for engineering transfer track are 10-19 semester hours depending on track.

Chemical Engineering Track

Related Areas:
Electrical Engineering, Environmental Engineering, Mechanical Engineering, Electrical Engineering Technology, Mechanical Engineering Technology

- This program is for students who want to receive their engineering education at an institute that is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

CHM	110	College Chemistry I*	4.0
EGR	269	Engineering Disciplines and Skills	2.0
ENG	101	English Composition I*	3.0
MAT	140	Analytical Geometry & Calculus I*	4.0
		Humanities/Social Science Elective*/**	3.0

Second Semester - Spring

CHM	111	College Chemistry II*	4.0
EGR	270	Introduction to Engineering	3.0
MAT	141	Analytical Geometry & Calculus II*	4.0
PHY	221	University Physics I*	4.0

Third Semester - Summer

ENG	102	English Composition II*	3.0
EGR	275	Introduction to Engineering/Computer Graphics	3.0
PHY	222	University Physics II*	4.0

Fourth Semester - Fall

CHM	211	Organic Chemistry I*	4.0
EGR	260	Engineering Statics	3.0
MAT	240	Analytical Geometry & Calculus III*	4.0
SPC	205	Public Speaking*	3.0
		Humanities/Social Science Elective*/**	3.0

Fifth Semester - Spring

CHM	212	Organic Chemistry II*	4.0
MAT	242	Differential Equations	4.0
		Two Humanities/Social Science	3.0
		Electives*/**	3.0

* General Education course

NOTE: The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

NOTE: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/SS electives to be a literature course; one Humanity that meets Cultural Awareness understanding; and one Social Science that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

NOTE: Please contact program advisor for recommended evening schedules.

Civil Engineering Track

Related Areas:
Mechanical Engineering, Environmental Engineering, Architecture, Surveying, Geomatics Technology, Construction Engineering Technology, Mechanical Engineering Technology, Architecture Engineering Technology, Construction Science Management

- This program is for students who want to receive their engineering education at an institute that is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

CHM	110	College Chemistry I*	4.0
ENG	101	English Composition I*	3.0
EGR	269	Engineering Disciplines and Skills	2.0
		Humanities/Social Science Elective*/**	3.0
MAT	140	Analytical Geometry & Calculus I*	4.0

Second Semester - Spring

CHM	111	College Chemistry II*+	4.0
EGR	270	Introduction to Engineering	3.0
MAT	141	Analytical Geometry & Calculus II*	4.0
PHY	221	University Physics I*	4.0

Third Semester - Summer

ENG	102	English Composition II*	3.0
PHY	222	University Physics II*	4.0
EGR	275	Introduction to Engineering/Computer Graphics	3.0

Fourth Semester - Fall

EGR	260	Engineering Statics	3.0
MAT	240	Analytical Geometry & Calculus III*	4.0
EGR	285	Engineering Surveying I***	3.0
EGR	295	Engineering Surveying I Lab***	1.0
		Humanities/Social Science Elective*/**	3.0

Fifth Semester - Spring

EGR	262	Engineering Dynamics	3.0
MAT	242	Differential Equations	4.0
SPC	205	Public Speaking*	3.0
		Humanities Elective*/**	3.0
		Social Science Elective*/**	3.0

* General Education course
+ Clemson no longer accepts CHM 111 for Civil Engineering majors.
NOTE: The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.
NOTE: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the Humanities/SS electives to be a literature course; one Humanity that meets Cultural Awareness understanding; and one Social Science that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.

*** Required by the Citadel, may or may not be required or accepted in transfer at other four-year engineering colleges.
NOTE: Please contact program advisor for recommended evening schedules.

Computer Engineering Track

Related Areas:
Electrical Engineering, Electronics Engineering Technology, Computer Programming Technology

- This program is for students who want to receive their engineering education at an institute which is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

CHM	110	College Chemistry I*	4.0
EGR	269	Engineering Disciplines and Skills	2.0
ENG	101	English Composition I*	3.0
MAT	140	Analytical Geometry & Calculus I*	4.0
		Humanities/Social Science Elective*/**	3.0

Second Semester - Spring

ECE	211	Introduction to Computer Engineering I	3.0
EGR	270	Introduction to Engineering	3.0
ENG	102	English Composition II*	3.0
MAT	141	Analytical Geometry & Calculus II*	4.0
PHY	221	University Physics I*	4.0

Third Semester - Summer

ECE	212	Introduction to Computer Engineering II	3.0
EGR	275	Introduction to Engineering/Computer Graphics	3.0
PHY	222	University Physics II*	4.0
		Elective***	3.0

Fourth Semester - Fall

CPT	234	C Programming I	3.0
ECE	221	Introduction to Electrical Engineering I	3.0
MAT	240	Analytical Geometry & Calculus III	4.0
SPC	205	Public Speaking*	3.0
		Social Science Elective*/**	3.0

Fifth Semester - Spring

ECE	205	Electrical & Computer Lab I	3.0
ECE	222	Introduction to Electrical Engineering II	3.0
MAT	242	Differential Equations*	4.0
		Humanities Elective*/**	3.0
		Social Science Elective*/**	3.0

* General Education course
NOTE: The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.
NOTE: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of your five Humanities/SS electives to be a literature course; one Humanity that meets Cultural Awareness understanding; and one Social Science that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.
NOTE: Please contact your advisor for recommended evening schedules.

***See Page 74; "Other Transfer Hours" and contact your advisor.

Electrical Engineering Track

Related Areas:
Electrical/Electronics Engineering, Computer Engineering, Computer Integrated Manufacturing, Electro-Mechanical Engineering, Biomedical Engineering, Electrical Engineering Technology

- This program is for students who want to receive their engineering education at an institute which is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

CHM	110	College Chemistry I*	4.0
EGR	269	Engineering Disciplines & Skills	2.0
ENG	101	English Composition I*	3.0
MAT	140	Analytical Geometry & Calculus I*	4.0
		Humanities/Social Science Elective*/**	3.0

Second Semester - Spring

ECE	211	Introduction to Computer Engineering I	3.0
EGR	270	Introduction to Engineering	3.0
ENG	102	English Composition II*	3.0
MAT	141	Analytical Geometry & Calculus II*	4.0
PHY	221	University Physics I*	4.0

Third Semester - Summer

ECE	212	Introduction to Computer Engineering II	3.0
EGR	275	Introduction to Engineering/Computer Graphics	3.0
PHY	222	University Physics II*	4.0
SPC	205	Public Speaking*	3.0

Fourth Semester - Fall

ECE	221	Introduction to Electrical Engineering I	3.0
CPT	234	C Programming I	3.0
CHM	111	College Chemistry II*	4.0
MAT	240	Analytical Geometry & Calculus III*	4.0
		Humanities/Social Science Elective*/**	3.0

Fifth Semester - Spring

ECE	205	Electrical & Computer Lab I	3.0
ECE	222	Introduction to Electrical Engineering II	3.0
MAT	242	Differential Equations*	4.0
		Humanities Elective*/**	3.0
		Social Science Elective*/**	3.0

* General Education course
NOTE: The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.
NOTE: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the five Humanities/SS electives to be a literature course; one Humanity that meets Cultural Awareness understanding; and one Social Science that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.
NOTE: Please contact program advisor for recommended evening schedules.

Mechanical Engineering Track

Related Areas:
Automotive Engineering, Civil Engineering, Electro-Mechanical Engineering, Mechanical Engineering Technology, Robotics, Architecture, Architectural Engineering Technology, Construction Engineering Technology, Construction Science Management, Engineering Graphics Technology

- This program is for students who want to receive their engineering education at an institute which is closely affiliated with hometown industries. It also provides a personalized learning environment to ensure greater success in the future.

(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

CHM	110	College Chemistry I*	4.0
EGR	269	Engineering Disciplines & Skills	2.0
ENG	101	English Composition I*	3.0
MAT	140	Analytical Geometry & Calculus I *	4.0
		Humanities/Social Science Elective*/**	3.0

Second Semester - Spring

CHM	111	College Chemistry II*+	4.0
EGR	270	Introduction to Engineering	3.0
MAT	141	Analytical Geometry & Calculus II*	4.0
PHY	221	University Physics I*	4.0

Third Semester - Summer

EGR	275	Introduction to Engineering/Computer Graphics	3.0
ENG	102	English Composition II*	3.0
PHY	222	University Physics II*	4.0

Fourth Semester - Fall

ECE	221	Introduction to Electrical Engineering I	3.0
EGR	260	Engineering Statics	3.0
SPC	205	Public Speaking*	3.0
MAT	240	Analytical Geometry & Calculus III*	4.0
		Humanities/Social Science Elective*/**	3.0

Fifth Semester - Spring

EGR	262	Engineering Dynamics	3.0
MAT	242	Differential Equations*	4.0
		Humanities Elective*/**	3.0
		Social Science Elective*/**	3.0

+ Clemson no longer accepts CHM 111 for Mechanical Engineering majors.
* General Education course
NOTE: The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 140 based on the College Placement Test. Students that are taking pre-requisite courses for MAT 140 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.
NOTE: See General Education course listing in this catalog for courses marked that are acceptable to transfer as Humanities or Social Science electives to Clemson. Note that engineering majors at Clemson require at least one of the five Humanities/SS electives to be a literature course; one Humanity that meets Cultural Awareness understanding; and one Social Science that meets Science & Technology in Society awareness. Since requirements can change at other institutions at any time, it is well advised for students to get in touch with the department head of the program you wish to transfer into to ensure you are meeting the correct requirements for entrance into that program.
NOTE: Please contact program advisor for recommended evening schedules.

Fire Service Technology

Fire Science Technology
Associate in Applied Science

Mission Statement:
Greenville Technical College's Associate of Applied Science degree in Fire Science provides instruction in fire prevention methods, fire detection systems, fire codes, fire investigation, rescue, safety and salvage procedures, hazardous materials, fire behavior and extinguishment. This program assists in qualifying firefighters for management positions within fire service.

Entrance Requirements:
Acceptable ASSET or COMPASS scores

Type of Program:
Day, evening, or online

Type of Degree:
Associate degree

Employment Opportunities:
Fire departments, industrial fire brigades

Recommended Program Schedule

First Semester – Fall			
COL	111	E-Learning Success	1.0
FST	101	Emergency Response for Firefighters *	2.0
FST	102	Firefighter I - Basic**	3.0
ENG	101	English Composition I	3.0
MAT	155	Contemporary Mathematics *** (or higher level math)	3.0
		Humanities Elective	3.0
Second Semester – Spring			
FST	103	Firefighter I - Advanced**	5.0
FST	104	Firefighter II **	3.0
FST	105	Occupational Safety and Health for the Emergency Services	3.0
CPT	101	Introduction to Computers	3.0
Third Semester – Summer			
FST	106	Building Construction for Fire Protection	3.0
FST	107	Fire Investigator	3.0
FST	108	Fire Protection Systems	3.0
FST	109	Fire Service Hydraulics & Water Supply	3.0
FST	209	Hazardous Materials Chemistry	3.0
Fourth Semester – Fall			
FST	201	Legal Aspects of the Fire Service	3.0
FST	202	Fire Administration	3.0
FST	203	Fire Prevention	3.0
FST	204	Principles of Emergency Services	3.0
Fifth Semester – Spring			
FST	206	Leadership and Ethics	3.0
FST	207	Strategy and Tactics	3.0
FST	208	Fire Behavior & Combustion	3.0
SPC	205	Public Speaking	3.0
		Social Science Course (Recommend PSC 215)	3.0
Total credit hours			**71.0**

* First Responder courses (DOT, AHA ARC) of at least 45 hours, which include CPR for the adult, child, infant and AED certification or EMT Basic or higher, are acceptable but proof of completion is required. ELC credit will be awarded when proper documentation is submitted.
** SCFA courses may be substituted per articulation agreement and given ELC 250.
***MAT 102 recommended if placement test allows.
****COL 111 is a prerequisite for FST 105 and all other online courses.

Fire Service Technology
Certificate in Applied Science

Mission Statement:
The mission of the Fire Service Technology program is to meet the needs of the fire service by educating and training individuals to the National Fire Protection Association (NFPA) 1001 *Standard for Firefighter Professional Qualifications: Firefighter I & II.* Upon successful completion of the program, the student is prepared to sit for the International Fire Service Accreditation Congress (IFSAC) written certification examination for Firefighter I & II.

Entrance Requirements:
Acceptable ASSET or COMPASS scores

Type of Program:
Day, night

Type of Degree:
Certificate

Employment Opportunities:
Fire departments, industry fire brigades

- This program is designed for the student who is considering a career in fire service or is currently working as a paid firefighter or volunteer firefighter. Because of the nature of the training, the student must provide a physician's statement clearing him/her to wear a respirator and stating that there are no restrictions on the student's ability to perform the training necessary in the firefighter program. This form is available on the Greenville Tech website. The student will be responsible for providing a portion of the personal protective equipment (firefighter boots, gloves, and flash hood); other tools and equipment will be provided by the college.
- Fire Service Technology courses are offered once per year and begin in the fall.

Recommended Program Schedule

First Semester - Fall

FST	101	Emergency Response for Firefighters or equivalent ++	2.0
COL	111	E - Learning Success+++	1.0
FST	102	Firefighter I - Basic+	3.0
ENG	101	English Composition I*	3.0
MAT	155	Contemporary Mathematics* (or higher level math)	3.0

Second Semester - Spring

FST	103	Firefighter I - Advanced+	5.0
FST	104	Firefighter II +	3.0
CPT	101	Introduction to Computers	3.0
FST	105	Occupational Safety and Health for the Emergency Services	3.0

Total credit hours **26.0**

*General Education course
+SC Fire Academy courses may be substituted for FST 102, FST 103, and FST 104.
++EMS 110 or a minimum 40+ hour First Responder certification may be substituted for FST 101 with department head approval. Proof of completion must be on file to complete the Fire Service certificate requirements. Also, the student must complete all certificate requirements and graduate from the certificate program before he or she will be allowed to sit for the South Carolina Fire Academy IFSAC Firefighter I or II certification test.
+++ COL 111 is a prerequisite for FST 105.

General Technology

General Technology
Associate in Applied Science

Students work with their advisors to develop a specific contract for the courses they will take under the General Technology Associate in Applied Science degree.

General Education Courses Required **15 SHC**
- Written communications course
- Oral communications course
- Mathematics/Natural Sciences course
- Social/Behavioral Science course
- Humanities/Fine Arts course

Major Courses Required **40 SHC**
- The required core consists of a primary and a secondary technical specialty.
- Primary Technical Specialty* — minimum of 28 semester hours credit in a single content area from an approved degree, diploma, or certificate program at the college.
- Secondary Technical Specialty* — minimum of 12 semester hours credit in another technical area.

Additional Hours Required **5-29 SHC****
- Students will work with a program advisor to choose electives that meet industry needs and the requirements of the students' major.
- To graduate with an associate degree, candidates must meet the computer competency requirements by taking CPT 101.

* Technical specialties shall be chosen by students with guidance from their faculty advisor. Students adapt their program to employment objectives and compatible interests.
** 60 credit hours are required to earn the General Technology Associate in Applied Science degree.
Students' contracted programs must be approved by the department head of the primary technical specialty.

Geomatics Technology
Associate in Applied Science

Mission Statement:
The Geomatics Technology Department (GMT) will provide continued improvements to its program to ensure that the local surveying and mapping industry is supplied with an adequate number of satisfactorily trained graduates by providing GMT degree, Land Surveying and Advanced GIS certificate options.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

Employment Opportunities:
Graduates work for civil engineers, surveyors, municipalities, utility companies (telephone companies, water companies, power companies, gas companies), transportation-related companies (S.C. Department of Transportation), tax assessor's offices, and any type of business that deals with land management and decision making concerning land use.

- This program is a one-of-a-kind degree in the state of South Carolina.
- Geomatics is the process of documenting the earth's geographic data. This program includes all the new technology associated with land surveying and desktop mapping including conventional land surveying, GIS and GPS. GIS (Geographic Information System) includes software such as ArcView, ArcGIS and AutoCAD. GPS (Global Positioning System) uses satellite technology to communicate with ground instruments to define its location. Both survey grade GPS and mapping grade GPS are used in this program.
- This is a TAC of ABET-accredited program and trains students for technician-level positions in the surveying and mapping profession. For students who either already have or go on to earn a four-year degree, this program meets the ***surveying course*** requirements a student needs to become a licensed surveyor in South Carolina, if their four year degree is suitable to the South Carolina State Licensing Board.
- Students should see their advisor for a course flow chart showing the preferred sequence of courses.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

CPT	101	Introduction to Computers	3.0
ENG	101	English Composition I*	3.0
GMT	101	Introduction to Geographic Information Systems	3.0
MAT	110	College Algebra*	3.0
AET	111	Architectural Computer Graphics I	3.0

Second Semester - Spring

GMT	110	Map Drafting Fundamentals	2.0
GMT	115	Fundamentals of Cartography & Photogrammetry/Imaging	4.0
GMT	120	Fundamentals of Surveying	4.0
		or	
EGR	285/295	Engineering Surveying I + Lab	
MAT	111	College Trigonometry*	3.0
GEO	101	Introduction to Geography*	3.0
		or	
GEO	201	World Geography*	
		or	
PSY	201	General Psychology*	
		or	
SOC	101	Introduction to Sociology*	

Third Semester - Summer

GMT 210	Geographic Information Systems/Data Entry/Editing Methods	4.0
GMT 215	Advanced Surveying	4.0
	or	
EGR 286/296	Engineering Surveying II + Lab	
MAT 120	Probability & Statistics*	3.0
	or	
MAT 130	Elementary Calculus*	
	or	
MAT 140	Analytical Geometry & Calculus I*	

Fourth Semester - Fall

GMT 220	Geographic Information Systems Databases	3.0
GMT 230	Mapping & GIS Software	3.0
GMT 250	Evidence & Procedures for Boundary Control	3.0
PHY 201	Physics I*	4.0
SPC 205	Public Speaking*	3.0

Fifth Semester - Spring

GMT 240	Geographic Information Systems Analysis & Reporting	4.0
GMT 235	GPS and Geodesy	4.0
GMT 245	Cadastral Mapping	3.0
	Math/Chemistry/Physics Elective* (choose one)	3.0
	Humanities Elective* (choose one)	3.0

Total credit hours **75.0-76.0**

*General Education course
Note: Please contact program advisor for recommended evening schedules.
** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Advanced GIS (Geographic Information Systems) Certificate in Applied Science

Mission Statement:
The Geomatics Technology Department (GMT) will provide continued improvements to its program to ensure the local surveying and mapping industry is supplied with an adequate number of satisfactorily trained graduates by providing GMT degree, Land Surveying and Advanced GIS certificate options.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

Employment Opportunities:
City, county, and state governments, as well as engineering, surveying, and mapping companies

- This program provides students with the skills to work as a GIS technician including use of software such as ArcView, ArcGIS and Mapping Grade GPS. The advanced certificate also requires the student to have completed a minimum of an associate degree prior to applying for this certificate.
- This certificate is part of the Associate in Applied Science - Geomatics Technology Degree. The Geomatics Technology Degree is a TAC of ABET-accredited program with courses that meet the GIS course requirements for the Professional Land Surveyors License in the state of South Carolina when attached to a four-year degree acceptable to the state surveying board.

Recommended Program Schedule

First Semester - Fall		
GMT 101	Introduction to Geographic Information Systems	3.0
Second Semester - Spring		
GMT 115	Fundamentals of Cartography & Photogrammetry/Imaging	4.0
Third Semester - Summer		
GMT 210	Geographic Information Systems Data Entry/Editing Methods	4.0
Fourth Semester - Fall		
GMT 220	Geographic Information Systems Database	3.0
GMT 230	Mapping and Geographic Information Systems	3.0
Fifth Semester - Spring		
GMT 240	Geographic Information Systems Analysis & Reporting	4.0
Total credit hours		**21.0**

Land Surveying
Certificate in Applied Science

Mission Statement:
The Geomatics Technology Department (GMT) will provide continued improvements to its program to ensure the local surveying and mapping industry is supplied with an adequate number of satisfactorily trained graduates by providing GMT degree, Land Surveying and Advanced GIS certificate options.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

Employment Opportunities:
Engineering and construction companies, city, county, and state governments, as well as surveying and mapping companies

- This program provides students with the basic surveying skills for an entry-level position in a land surveying-related company.
- This certificate is part of the Geomatics Technology program. Geomatics Technology is a TAC of ABET-accredited program. This certificate is the recommended major for students who have a four-year degree acceptable to the South Carolina Board of Engineers and Surveyors but need to meet the ***Surveying course*** requirements.

Recommended Program Schedule

First Semester - Fall		
MAT 110	College Algebra*	3.0
AET 111	Architectural Computer Graphics I	3.0
Second Semester - Spring		
GMT 110	Map Drafting Fundamentals	2.0
GMT 120	Fundamentals of Surveying	4.0
	or	
EGR 285/295	Engineering Surveying I + Lab	
MAT 111	College Trigonometry*	3.0
Third Semester - Summer		
GMT 215	Advanced Surveying	4.0
	or	
EGR 286/296	Engineering Surveying II + Lab	
Fourth Semester - Fall		
GMT 250	Evidence Procedures for Boundary Control	3.0
Fifth Semester - Spring		
GMT 235	GPS and Geodesy	4.0
Total credit hours		**26.0**

*General Education course

Heating, Ventilation Air Conditioning/Refrigeration

Air Conditioning/Refrigeration Technology
Diploma in Applied Science

Mission Statement

The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This diploma provides the students with the needed theory and hands-on experience to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

Entrance Requirements:

Acceptable ASSET or COMPASS score; students may enter this program any semester with department head approval.

Type of Program:

Day or night

Type of Degree:

Diploma

Professional Credentials:

EPA Technician (subject to passing EPA exam)

Employment Opportunities:

Installation and servicing of all types of heating and air conditioning and refrigeration equipment

- This program trains students to install and service heat pumps, gas, oil, electric equipment, and commercial refrigeration units.
- Each student must take one of the following industry competency exams to complete this diploma:
  - ❏ Residential Air Conditioning & Heating
  - ❏ Light Commercial Air Conditioning & Heating
  - ❏ Commercial Refrigeration
- An Associate Degree in Applied Science with a major in General Technology is available to graduates of this diploma program.

Recommended Program Schedule

First Semester			
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
MAT	101	Beginning Algebra*+	3.0
		or	
MAT	170	Algebra, Geometry, and Trigonometry I*	
Second Semester			
ACR	110	Heating Fundamentals	4.0
ACR	120	Basic Air Conditioning	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
ENG	165	Professional Communications*++	3.0
Third Semester			
ACR	150	Basic Sheetmetal	2.0
ACR	160	Service Customer Relations	3.0
ACR	210	Heat Pumps	4.0
PSY	103	Human Relations*	3.0
Total credit hours			**45.0**

Note: See your advisor for recommended evening schedules.
Course rotation may differ based on the semester that the student enters into the program.
*Required General Education course
Required General Education course may be substituted each semester with advisor approval.
+Take MAT 110 if placement allows.
++Take ENG 101 and SPC 205 if placement allows.

Air Conditioning/Refrigeration Technician
Certificate in Applied Science

Mission Statement

The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This certificate provides the students with the needed theory and hands-on experience to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

Entrance Requirements:

Acceptable ASSET or COMPASS score; students may enter this certificate any semester with department head approval.

Type of Program:

Day or night

Type of Degree:

Certificate

Professional Credentials:

EPA Technician Certification (subject to passing EPA exam)

Employment Opportunities:

Installation and servicing of all types of heating and air conditioning and refrigeration equipment

- This program trains students to install and service heat pumps, gas, oil, electric equipment, and commercial refrigeration units.
- Each student must take one of the following industry competency exams to complete this diploma:
  - ❏ Residential Air Conditioning & Heating
  - ❏ Light Commercial Air Conditioning & Heating
  - ❏ Commercial Refrigeration

Recommended Program Schedule

First Semester			
ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
Second Semester			
ACR	110	Heating Fundamentals	4.0
ACR	120	Basic Air Conditioning	4.0
ACR	131	Commercial Refrigeration	4.0
ACR	140	Automatic Controls	3.0
Third Semester			
ACR	150	Basic Sheetmetal	2.0
ACR	160	Service Customer Relations	3.0
ACR	210	Heat Pumps	4.0
Total credit hours			**36.0**

Note: See your advisor for recommended evening schedules.

Beginning Electricity & Refrigeration
Certificate in Applied Science

Mission Statement

The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This certificate is the first step to provide the students with the needed theory and hands-on experience to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

Entrance Requirements:

Acceptable ASSET or COMPASS score; students may enter this certificate any semester with department head approval.

Type of Program:

Day or night

Type of Degree:

Certificate

Professional Credentials:

EPA Technician Certification (subject to passing EPA exam)

- This program trains students as beginning HVAC helpers and/or mechanics.

Recommended Program Schedule

First Semester

ACR	101	Fundamentals of Refrigeration	5.0
ACR	102	Tools and Service Techniques	3.0
ACR	106	Basic Electricity for HVAC/R	4.0
Total credit hours			**12.0**

Note: Please contact your advisor for recommended evening schedules.

Commercial and Industrial Air Conditioning
Certificate in Applied Science

Mission Statement:
The Air Conditioning and Refrigeration Department is dedicated to the training of students to meet the ever-changing needs of the air conditioning/refrigeration industry. The program will be continually monitored and improved to meet employer needs through the department's advisory committee, which is composed of representatives from local AC/R companies. This is an advanced certificate providing the students with the additional training needed to obtain employment in the residential, commercial air conditioning and commercial refrigeration industries.

Entrance Requirements:
Acceptable ASSET or COMPASS score, plus completion of Air Conditioning/Refrigeration Technology or Air Conditioning/Refrigeration Technician program or five years field experience with department head approval. Students may enter this certificate any semester with department head approval.

Type of Program:
Day or night

Type of Degree:
Certificate

Professional Credentials:
EPA Technician Certification (subject to passing EPA exam)

Employment Opportunities:
Installation and servicing of commercial heating and air conditioning and refrigeration equipment

- This program trains students to work on larger commercial and industrial air conditioning systems found in larger buildings, manufacturing plants, and hospitals.

Recommended Program Schedule

First Semester			
CPT	101	Introduction to Computers	3.0
ACR	206	Advanced Electricity for HVAC/R	2.0
ACR	220	Advanced Air Conditioning	4.0
Second Semester			
ACR	122	Principles of Air Conditioning	5.0
ACR	240	Advanced Automatic Controls	3.0
Total credit hours			**17.0**

Note: See your advisor for recommended evening schedules.

Industrial Maintenance Technology

Industrial Maintenance Technology
Associate in Applied Science
Mechatronics Technology Concentration

Mission Statement:
The Industrial Maintenance Technology program combines the technologies areas of Mechatronics Certificates I and II with additional general educational requirements to ensure a well-rounded graduate. The student will develop basic foundational skills and understanding in electronics, electrical control systems, hydraulics and pneumatics, mechanical power systems, AC/DC motors and drive systems, programmable logic controllers, robotics, and troubleshooting strategies.

Entrance Requirements:
Acceptable ASSET or COMPASS score and high school diploma or equivalent

Type of Program:
Day or night

Type of Degree:
Associate degree

- This program is designed to teach the skills required by mechatronics technicians for the 21st century's high-tech world of automated manufacturing. This is an inter-disciplinary field involving control systems, electronic systems, computers, robotics, and mechanical systems. Students who successfully complete this course of study may be employed by national and international high-tech industries throughout the Upstate and globally.
- Courses taken under the Mechatronics I and Mechatronics II certificates may be applied toward the associate degree program.
- This program is located at Greenville Tech's Brashier Campus.

Recommended Program Schedule

First Semester - Fall

IMT	112	Hand Tool Operations	3.0
EEM	117	AC /DC Circuits I	4.0
MAT	155	Contemporary Mathematics*	3.0
CPT	101	Introduction to Computers	3.0
		or	
EGR	130	Engineering Technologies Applications & Programming	

Second Semester - Spring

IMT	131	Hydraulics and Pneumatics	4.0
AMT	105	Robotics & Automated Controls I	3.0
EEM	118	AC / DC Circuits II	4.0
EEM	271	Sensors and System Interfacing	2.0

Third Semester - Summer

EEM	151	Motor Controls I	4.0
IMT	161	Mechanical Power Applications	4.0
		Humanities Elective*	3.0

Fourth Semester - Fall

EEM	251	Programmable Controllers	3.0
EEM	221	DC/AC Drives	3.0
EEM	201	Electronic Devices I	3.0
AMT	205	Robotics and Automated Controls II	3.0

Fifth Semester - Spring

EEM	252	Programmable Controllers Applications	3.0
IMT	170	Statistical Process Control	3.0
EEM	274	Technical/Systems Troubleshooting	4.0
EEM	230	Digital Electronics	4.0

Sixth Semester - Summer

	Social Sciences Elective*	3.0
ENG 165	Professional Communication*/+	3.0
PSY 103	Human Relations*	3.0
Total credit hours		**72.0**

+Recommend ENG 101 and SPC 205 in lieu of ENG 165, if placement allows
*General Education course.
Note: Please contact your faculty advisor for recommended evening schedules.

Industrial Electricity
Certificate in Applied Science

Mission Statement:
The mission of the Industrial Electricity certificate program is to train a student to be an entry-level electrician. He or she should be able to take voltage, current, and other electrical measures.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Night

Type of Degree:
Certificate

Professional Credentials:
State Journeyman's License (subject to passing exam)

Employment Opportunities:
Electrical construction, repair, and plant maintenance

- This program prepares students for entry-level electrician positions, including residential wiring, as well as commercial/industrial applications.
- This program is located at Greenville Tech's Barton Campus.

Recommended Program Schedule

First Semester - Fall			
EEM	105	Basic Electricity	2.0
EEM	215	DC/AC Machines	3.0
Second Semester - Spring			
EEM	140	National Electrical Code	3.0
EEM	151	Motor Controls I	4.0
Third Semester - Summer			
EEM	165	Residential/Commercial Wiring	4.0
EEM	166	Commercial/Industrial Wiring	4.0
Total credit hours			**20.0**

Electrical/Mechanical Maintenance
Certificate in Applied Science

Entrance Requirements:
Acceptable ASSET or COMPASS score and high school diploma or equivalent.
Type of Program:
Day or Night
Type of degree
Certificate

- This program was developed with the assistance of Advance Technology Services (ATS) Inc. Students wishing to enroll in this certificate must meet with a representative from ATS and must meet with the Mechatronics department head. This is an intense program designed to meet the current needs of ATS and normally scheduled in eight-week blocks from 8 a.m. to 4:30 p.m. Monday through Thursday.

First Semester - 1st Eight (8) Weeks			
EEM	117	AC/DC Circuits I	4.0
IMT	112	Hand Tool Operations	3.0
First Semester - 2nd Eight (8) Weeks			
IMT	131	Hydraulics and Pneumatics	4.0
EEM	201	Electronics Devices I	3.0
Second Semester - 1st Eight (8) Weeks			
EEM	221	AC/DC Drives	3.0
EEM	151	Motor Controls	4.0
Second Semester - 2nd Eight (8) Weeks			
AMT	105	Robotics and Automated Controls I	3.0
EEM	251	Programmable Controllers	3.0
Third Semester – Eight (8) Weeks			
IMT	161	Mechanical Power Applications	4.0
EEM	252	Programmable Controller Applications	3.0
EEM	274	Technical/Systems Troubleshooting	4.0
Total credit hours:			**38.0**

Mechatronics I
Certificate in Applied Science

Mission Statement:
The Mechatronics Level 1 Certificate develops basic foundational skills and understanding in electrical, mechanical, fluid power and automation control commonly found in the industrial manufacturing environment.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

- This program is designed to teach the skills required for the mechatronics technician in the 21st century's high-tech world of automated manufacturing. The program trains students in industrial environments using electrical, electronic, and mechanical applications to identify and troubleshoot Mechatronics systems and repair automated manufacturing equipment, programmable logic controllers (PLCs), and robotics. This is a new interdisciplinary field involving control systems, electronic systems, computers, robotics, and mechanical systems. Students who successfully complete this course of study may be employed by high-tech industries.
- Courses taken under this certificate can be applied toward the associate degree program.
- This program is located at Greenville Tech's Brashier Campus.

Recommended Program Schedule

First Semester - Fall			
EEM	117	AC/DC Circuits I	4.0
IMT	112	Hand Tool Operations	3.0
CPT	101	Introduction to Computers	3.0
MAT	155	Contemporary Mathematics*	3.0
Second Semester - Spring			
EEM	118	AC/DC Circuits II	4.0
IMT	131	Hydraulics & Pneumatics	4.0
AMT	105	Robotics & Automated Control I	3.0
EEM	271	Sensors & System Interfacing	2.0
Third Semester - Summer			
EEM	151	Motor Controls I	4.0
IMT	161	Mechanical Power Applications	4.0
Total credit hours			**34.0**

*General Education course.
Note: Please contact your faculty advisor for recommended evening schedules.

Mechatronics II
Certificate in Applied Science

Mission Statement:
The Mechatronics Level 2 Certificate builds on the Level 1 Certificate. The program will provide students with knowledge in the industrial automated manufacturing technology area. The student will develop basic foundational skills and understanding in electronics, robotics, motors, motor drives, and programmable logic controllers. In addition, basic troubleshooting strategies will be developed on an automated manufacturing line.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Certificate

- This certificate further develops students completing Mechatronics I as well as advanced students already working in industry in areas such as, but not limited to, robotics, PLC and applications, sensors and controllers, troubleshooting, and process controls.
- This is a new interdisciplinary field involving control systems, electronic systems, computers, robotics, and mechanical systems. Students who successfully complete this course of study may be employed by high-tech industries.
- Courses taken under this certificate can be applied toward the associate degree program.
- This program is located at Greenville Tech's Brashier Campus.

Recommended Program Schedule

First Semester – Fall

AMT	205	Robotics & Automated Control II	3.0
EEM	201	Electronic Devices I	3.0
EEM	221	DC/AC Drives	3.0
EEM	251	Programmable Controllers	3.0

Second Semester – Spring

EEM	252	Programmable Controllers Applications	3.0
EEM	230	Digital Electronics	4.0
EEM	274	Technical/Systems Troubleshooting	4.0
IMT	170	Statistical Process Control	3.0

Total credit hours **26.0**

Note: Please contact your faculty advisor for recommended evening schedules.

Machine Tool Technology

Machine Tool Technology
Associate in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Associate degree

Employment Opportunities:

Large and small machine shops and manufacturing companies

- This program trains students in shaping metal by using hand tools and machine tools such as milling machines, engine lathes, surface grinders, drill presses and CNC equipment
- This associate degree program meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprentice Program.

Recommended Program Schedule

First Semester – Fall

MTT 120	Machine Tool Print Reading	3.0
MTT 121	Machine Tool Theory I	3.0
MTT 122	Machine Tool Practice I	4.0
MTT 105	Machine Tool Applications	3.0

Second Semester – Spring

CPT 101	Introduction to Computers	3.0
MAT 170	Algebra, Geometry, and Trigonometry I*+	3.0
MTT 124	Machine Tool Practice II	4.0
MTT 241	Jigs and Fixtures	2.0

Third Semester – Summer

MTT 126	Machine Tool Practice III	4.0
MTT 123	Machine Tool Theory II	3.0
ENG 165	Professional Communications*++	3.0
	Social Science elective**	3.0

Fourth Semester – Fall

MTT 211	Die Theory	3.0
MTT 222	Tool and Die Making Practice I	4.0
MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0

Fifth Semester – Spring

MTT 224	Tool and Die Making Practice II	4.0
MTT 252	CNC Setup and Operations	4.0
MTT 258	CNC Machine Tool CAM	3.0
MTT 145	Machining of Metals	3.0

Sixth Semester – Summer

SPC 205	Public Speaking***	3.0
	or	
HSS 105	Technology & Culture*	3.0
MTT 141	Metals and Heat Treatment	3.0
	Humanities/Fine Arts elective**	3.0
Total credit hours		**74.0**

*General Education course
+ MAT 110 recommended if placement allows
++ ENG 101 recommended if placement allows
** See faculty advisor for specific elective recommendations.
*** If taking ENG 101, SPC 205 is required.

Machine Tool
Diploma in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Diploma

Employment Opportunities:

Large and small machine shops, manufacturing companies

- This program trains students for entry-level positions in the machinist field, working on milling machines, engine lathes, surface grinders and drill presses, as well as other machine tool equipment.
- Graduates may transfer credits to continue on to complete the Associate in Applied Science with a major in Machine Tool Technology degree.

Recommended Program Schedule

First Semester - Fall			
MTT	105	Machine Tool Math Applications	3.0
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
Second Semester - Spring			
CPT	101	Introduction to Computers	3.0
MAT	170	Algebra, Geometry & Trigonometry I*	3.0
MTT	124	Machine Tool Practice II	4.0
MTT	241	Jigs and Fixtures I	2.0
MTT	141	Metals and Heat Treatment	3.0
Third Semester - Summer			
ENG	165	Professional Communications*/++	3.0
MTT	126	Machine Tool Practice III	4.0
MTT	123	Machine Tool Theory II	3.0
		Social/Behavioral Science course*	3.0
Total credit hours			**41.0**

*General Education course
++ENG 101 recommended if placement allows.
Note: Please contact your advisor for recommended evening schedules.

Basic Machine Operations
Certificate in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Large and small machine shops, manufacturing companies

- This program trains students in basic machine tool operations and the use of precision measuring instruments for entry-level production machine operator positions.

Recommended Program Schedule

First Semester - Fall			
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
Second Semester - Spring			
MTT	123	Machine Tool Theory II	3.0
MTT	124	Machine Tool Practice II	4.0
Total credit hours			**17.0**

Note: Please contact your advisor for recommended evening schedules.

CNC Machine Operator
Certificate in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Large and small machine shops, manufacturing companies

- This program teaches machine controls, setting tools and machine limits and capabilities.
- Prerequisite for this program is the Computer Numerical Control Prep Certificate or equivalent experience.

Recommended Program Schedule

First Semester - Fall		
MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0
Second Semester - Spring		
MTT 145	Machining of Metals	3.0
MTT 252	CNC Setup and Operations	4.0
Third Semester - Summer		
MTT 253	CNC Programming and Operations	3.0
Total credit hours		**16.0**

Note: Please contact your advisor for recommended evening schedules.

CNC Prep
Certificate in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Large and small machine shops, manufacturing companies

- This program provides a set of courses for qualified high school graduates and other industry personnel who have limited machine shop experience to pursue the CNC Machine Operator program.

Recommended Program Schedule

First Semester - Fall			
MTT	105	Machine Tool Math Applications	3.0
MTT	120	Machine Tool Print Reading	3.0
Second Semester - Spring			
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
Total credit hours			**13.0**

Note: Please contact your advisor for recommended evening schedules.

CNC Programmer
Certificate in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Large and small machine shops, manufacturing companies

- This certificate focuses on creating, editing, and debugging high-tech machine programs.
- Prerequisite for this program is the Computer Numerical Control (CNC) Prep Certificate or equivalent experience.

Recommended Program Schedule

First Semester - Fall		
MTT 250	Principles of CNC	3.0
MTT 251	CNC Operations	3.0
Second Semester - Spring		
MTT 145	Machining of Metals	3.0
MTT 252	CNC Setup and Operations	4.0
MTT 258	Machine Tool CAM	3.0
Third Semester - Summer		
MTT 253	CNC Programming & Operations	3.0
MTT 254	CNC Programming I	3.0
MTT 255	CNC Programming II	3.0
Total credit hours		**25.0**

Note: Please contact your advisor for recommended evening schedules.

Metalworking Apprenticeship
Certificate in Applied Science

Mission Statement:

The mission of the Machine Tool Technology program is to provide the college local service area with a pool of skilled entry-level machinists, toolmakers, CNC operators and CNC programmers. The program will graduate students who can enter the job force with little supervision and will be trained on equipment that is current with industry.

- Ethical Behavior – We will always operate with integrity and be guided by legal and fairness standards in all our practices.
- Commitment to Excellence – We will continually measure ourselves against the best practices in associations and perceived value to students.
- Development of People – We will encourage a culture of team work with unity of purpose through developing key skills such as listening, effective communication, and project leadership.
- Quality – We will deliver the highest quality educational services we can to our students and community.

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day or night

Type of Degree:

Certificate

Employment Opportunities:

Large and small machine shops

- This certificate meets the academic requirements of the South Carolina Chapter of the National Tooling and Machining Association Apprentice Program.

Recommended Program Schedule

First Semester - Fall			
MTT	120	Machine Tool Print Reading	3.0
MTT	121	Machine Tool Theory I	3.0
MTT	122	Machine Tool Practice I	4.0
MTT	105	Machine Tool Math Applications	3.0
Second Semester - Spring			
IMT	131	Hydraulics and Pneumatics	4.0
MTT	258	Machine Tool CAM	3.0
MTT	141	Metals and Heat Treatment	3.0
Third Semester - Summer			
MAT	170	Algebra, Geometry, and Trigonometry I*	3.0
WLD	142	Maintenance Welding	3.0
Fourth Semester - Fall			
MTT	211	Die Theory	3.0
MTT	250	Principles of CNC	3.0
MTT	251	CNC Operations	3.0
Total credit hours			**38.0**

*General Education course

Note: Please contact your advisor for recommended evening schedules.

Mechanical Engineering Technology
Associate in Applied Science

Mission Statement:
The Mechanical Engineering Technology program will equip graduates to use their knowledge and training to provide technical support and/or quality design to manufacturing/engineering processes for their employer and encourage staying abreast of changing technologies through continued life-long learning.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day or night

Type of Degree:
Associate degree

- The MET program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET).
- The MET Department has a 2+2 cooperative agreement with the University of South Carolina-Upstate for students to complete a Bachelor of Science in Engineering Technology Management.
- The MET Department has a cooperative agreement with Western Carolina University for students to complete a Bachelor of Science in Engineering Technology.
- The body of knowledge covered in the certified manufacturing technologist (CMfgT) examination, which is included in the certification program of the Society of Manufacturing Engineer's (SME) Manufacturing Engineering Certification Institute (MECI) may be covered.
- Transferring to a four-year engineering technology program — If a student desires to pursue a bachelor of science in engineering technology from a four-year university, it is recommended he/she pursue schools that have TAC/ABET accreditation in the program of interest. This should simplify the acceptance of all or the majority of the course work taken at Greenville Tech to other institutions with TAC/ABET accredited programs.
- Transferring to a four-year engineering program — If a student wishes to pursue a bachelor of science in engineering from a four-year university, it is recommended he or she pursue schools that have EAC (Engineering Accreditation Commission)/ ABET accreditation in the program of interest. About half (9 of 24) of the MET program's courses are either the same or closely related to the engineering courses that are a part of the Associate of Science Degree with an Engineering Transfer Track. The primary difference is that the engineering courses in the transfer program are based on calculus, while the courses in the MET program are based primarily on algebra and trigonometry. Therefore, any student who is thinking of possibly pursuing a bachelor of science degree in engineering may wish to consider taking the calculus-based courses instead. Substitutable courses are identified in **bold in parentheses** in the course listing below. In addition, required general education courses such as English Composition I (ENG 101), and many of the social science and humanities electives should transfer to the four-year college or university of interest as well. Keep in mind that if there is any desire to transfer to another college or university, the student should discuss transfer requirements early in his or her academic career with a representative from the college or university to which he or she plans to transfer. It is also important to share this information with the student's MET advisor at Greenville Tech.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking EGR 130 or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule
(**See Note: Developmental Studies, COL 103 & EGR 102)

First Semester - Fall

EGR	170	Engineering Materials	3.0
EGR	130	Engineering Technology Applications and Programming **(EGR 269)**	3.0
EGT	110	Engineering Graphics I	4.0
MAT	110	College Algebra	3.0
ENG	**101**	**English Composition I**	**3.0**

Second Semester - Spring

EGR	175	Manufacturing Processes	3.0
EGT	152	Fundamentals of CAD (Solid Works) **(EGR 275)**	3.0
MAT	111	Trigonometry	3.0
PHY	201	Physics I **(PHY 221)**	4.0
SPC	205	Public Speaking	3.0

Third Semester - Summer

EGR	194	Statics & Strength of Materials **(EGR 260)**	4.0
QAT	109	Introduction to Metrology	1.0
EET	227	Electrical Machinery	3.0
PHY	202	Physics II **(PHY 222)**	4.0
		or	
CHM	110	College Chemistry I	

Fourth Semester - Fall

MET	211	Strength of Materials	4.0
MET	214	Fluid Mechanics	3.0
MET	235	Manufacturing Engineering Principles	2.0
MAT	130	Elementary Calculus **(MAT 140)**	3.0
		or	
MAT	120	Probability & Statistics	
		Technical Elective I*	3.0

Fifth Semester - Spring

MET	231	Machine Design	4.0
MET	240	Mechanical Senior Project	1.0
		Technical Elective II *	3.0
		Humanities Elective	**3.0**
		Social Science Elective	**3.0**

Total credit hours **73.0**

Courses in **BOLD**, (9 of 24) above, usually transfer to Clemson or University of South Carolina.
* Department head approved Co-op may be used to substitute for up to three (3) hours of technical electives.
Note: Cooperative education is highly recommended by the department. Technical electives may come from any Engineering Technology program or department head approval required for an industrial technology course.
** The course schedule listed above is designed for students who begin the program with ENG 101 and MAT 110 (MAT 140) based on the College Placement Test. Students that are taking pre-requisite courses for MAT 110 should also take the following courses: COL 103 for students taking MAT 032 and/or EGR 102 for students who are taking MAT 101.

Truck Driver Training

Truck Driver Training
Certificate in Applied Science

Mission Statement:
The Truck Driver Training Department will provide a high-quality credit program and education for entry-level commercial drivers, to meet industry needs, in a modern, comfortable facility with contemporary vehicles and equipment, delivered by a well-qualified faculty and staff focused on student success.

Entrance Requirements:
Students must be a U.S citizen or be a permanent legal resident; command of the English language, be able to read on at least a 10th grade reading level; have a valid driver's license, that is not currently suspended or pending a suspension; no felony convictions involving a motor vehicle; the ability to pass a DOT medical physical and drug screen.; acceptable ASSET or COMPASS score

Type of Program:
Day

Type of Degree:
Certificate

Professional Credentials:
Class A CDL (subject to passing exam)

Employment Opportunities:
Trucking companies and individual trucking operators

- This program, offered at the SC Technology and Aviation Center (formerly Donaldson Center), trains truck drivers in long haul, short haul and local operations, basics for over-the-road travel, and the rules and regulations of the Department of Transportation.
- Prior to acceptance students must
  - ❏ Interview with a faculty member prior to registration.
  - ❏ Be a United States citizen or a legal permanent resident.
  - ❏ Hold a valid driver's license with a good driving record.
  - ❏ Be at least 18 years of age to drive locally and at least 21 years of age to drive interstate.
  - ❏ Have no felony convictions involving a motor vehicle.
  - ❏ Be able to pass a physical examination set by the Department of Transportation in which the student must have 20/40 vision in each eye with or without glasses, no defects or disease that would interfere with safe driving, no addictions to alcohol or drugs of any form, and be able to pass drug screening. This physical must be done two weeks prior to training.
  - ❏ Meet with department head to discuss physical requirements of the program and job opportunities, if over 60 years of age.
- This program runs nine weeks and can be completed in less than one semester.

Program Schedule

First Semester

TDR	101	Introduction to Truck Driver Training	5.0
TDR	102	Fundamentals of Truck Driver Training	4.0
TDR	103	Preparation for the CDL Examination	3.0
Total credit hours			**12.0**

Welding

Specialized Welding
Certificate in Applied Science

Mission Statement:
This program trains students in plate, mild steel pipe, and stainless steel pipe welding using the GMAW and the GTAW welding techniques.
Entrance Requirements:
Acceptable ASSET or COMPASS score
Type of Program:
Day or night
Type of Degree:
Certificate
Professional Credentials:
Certified Welder (subject to passing exam)
Employment Opportunities:
Sheet metal fabrication, construction, maintenance welding and all types of welding industry

- This program trains students in plate, mild steel pipe, and stainless pipe welding using the GMAW and the GTAW welding techniques.
- Students must have completed WLD 108, WLD 132 and/or be currently employed in the welding field.
- This program is located at Greenville Tech's Brashier Campus.

Recommended Program Schedule

First Semester

WLD 110	Welding Safety and Health	1.0
WLD 135	Inert Gas Welding of Aluminum	4.0
WLD 150	Specialized Welding	4.0
WLD 152	Tungsten Arc Welding	4.0
WLD 208	Advanced Pipe Welding	3.0
Total credit hours		**16.0**

Note: Please contact your advisor for recommended evening schedules.

Welding
Certificate in Applied Science

Mission Statement:
Using the modular formatted (NCCER) and Contren Learning Series books, students are taught blueprint reading, welding and cutting of carbon and stainless steel plate and pipe, using oxygen/acetylene cutting, plasma cutting, and the SMAW, GTAW and GMAW welding processes. This course is taught to the National Welding Codes, to include the American Welding Society of Mechanical Engineers, Section IX (ASME). This course prepares welding graduates for testing and certification for local metal fabrication shops, maintenance welding, and construction pipe welding.

Entrance Requirements:
Acceptable ASSET or COMPASS score

Type of Program:
Day, night, or weekend

Type of Degree:
Certificate

Professional Credentials:
Certified Welder (subject to passing exam)

Employment Opportunities:
Self-employed, sheet metal fabrication, construction, plant maintenance, auto body welding, and all other types of welding industry

- Using the modular formatted (NCCER) and Contren Learning Series books, students are taught blueprint reading, welding and cutting of carbon and stainless steel plate and pipe, using oxygen/acetylene cutting, plasma cutting, and the SMAW, GTAW and GMAW welding processes. This course is taught to the National Welding Codes, to include the American Society of Mechanical Engineers, Section IX (ASME) and the American Welding Society (AWS).
- This program prepares welding graduates for testing and certification for local metal fabrication shops, maintenance welding, and construction pipe welding.
- This program is located at Greenville Tech's Brashier Campus.

Recommended Program Schedule

First Semester - Fall		
WLD 102	Introduction to Welding	2.0
WLD 103	Print Reading I	1.0
WLD 110	Welding Safety & Health	1.0
WLD 111	Arc Welding I	4.0
WLD 132	Inert Gas Welding Ferrous	4.0
Second Semester - Spring		
WLD 113	Arc Welding II	4.0
WLD 136	Advanced Inert Gas Welding	2.0
WLD 154	Pipe Fitting and Welding	4.0
WLD 160	Fabrication Welding	3.0
Third Semester - Summer		
WLD 108	Gas Metal Arc Welding I	4.0
WLD 115	Arc Welding III	4.0
WLD 208	Advanced Pipe Welding	3.0
WLD 141	Weld Quality	2.0
Total credit hours		**38.0**

Note: Please contact your advisor for recommended evening schedules.

Welding Fundamentals
Certificate in Applied Science

Mission Statement:
This program trains students in the fundamentals of basic welding, pipe fitting and print reading.
Entrance Requirements:
Acceptable ASSET or COMPASS score (No GED or diploma is required.)
Type of Program:
Day or night
Type of Degree:
Certificate
Employment Opportunities:
Sheet metal fabrication, construction, maintenance welding and all types of welding industry

- This program trains students in the fundamentals of basic welding, pipe fitting and print reading.
- This program is located at Greenville Tech's Brashier Campus.

Recommended Program Schedule

First Semester - Fall		
WLD 102	Introduction to Welding	2.0
WLD 103	Print Reading I	1.0
WLD 110	Welding Safety and Health	1.0
WLD 111	Arc Welding I	4.0
Second Semester - Spring		
WLD 108	Gas Metal Arc Welding I	4.0
WLD 132	Inert Gas Welding Ferrous	4.0
WLD 141	Weld Quality	2.0
Total credit hours		**18.0**

Note: Please contact your advisor for recommended evening schedules.

General Education Courses

This is a listing of approved general education courses used at Greenville Tech. Courses that appear with an asterisk (*) appear on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges. Credits for these courses do not automatically transfer to a four-year college or university. *Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Tech.* Please consult with an academic advisor or counselor regarding a plan of study.

English Communications — Written

*	ENG 101	English Composition I
*	ENG 102	English Composition II
	ENG 165	Professional Communications

English Communications — Oral

	SPC 200	Introduction to Speech Communication
*	SPC 205	Public Speaking
	SPC 208	Intercultural Communication
	SPC 209	Interpersonal Communication

Humanities

	ARA 101	Elementary Arabic I
	ARA 102	Elementary Arabic II
*	ART 101	Art History & Appreciation
*	ART 105	Film as Art
*	ENG 201	American Literature I
*	ENG 202	American Literature II
*	ENG 205	English Literature I
*	ENG 206	English Literature II
*	ENG 208	World Literature I
*	ENG 209	World Literature II
	ENG 213	Short Fiction
	ENG 228	Studies in Film Genre
*	ENG 230	Women in Literature
	ENG 231	Middle Eastern Literature
	ENG 234	Survey in Minority Literature
	ENG 238	Creative Writing
*	FRE 101	Elementary French I
*	FRE 102	Elementary French II
*	FRE 201	Intermediate French I
*	FRE 202	Intermediate French II
*	GER 101	Elementary German I
*	GER 102	Elementary German II
*	HIS 101	Western Civilization to 1689
*	HIS 102	Western Civilization Post 1689
	HIS 104	World History I
	HIS 105	World History II
	HIS 106	Introduction to African History
	HIS 107	Introduction to the Middle East
	HIS 108	Introduction to East Asian Civilization
	HIS 109	Introduction to Latin American Civilization
	HIS 115	African-American History
	HIS 122	History, Technology, and Society
*	HIS 201	American History: Discovery to 1877
*	HIS 202	American History: 1877 to Present
	HIS 220	American Studies I
	HIS 228	History and Meaning of the U.S. Constitution
	HSS 105	Technology and Culture
	HSS 295	Leadership Through the Humanities
	JOU 101	Introduction to Journalism
*	MUS 105	Music Appreciation
	MUS 110	Fundamentals of Music
	PHI 101	Introduction to Philosophy
*	PHI 105	Introduction to Logic
*	PHI 110	Ethics
	REL 101	Introduction to Religion
	REL 201	Religions of the World
*	SPA 101	Elementary Spanish I
*	SPA 102	Elementary Spanish II
	SPA 105	Conversational Spanish
*	SPA 201	Intermediate Spanish I
*	SPA 202	Intermediate Spanish II
*	THE 101	Introduction to Theatre
	THE 105	Fundamentals of Acting

Mathematics

	MAT 101	Beginning Algebra
	MAT 102	Intermediate Algebra
	MAT 103	Quantitative Reasoning
	MAT 109	College Algebra with Modeling
*	MAT 110	College Algebra
*	MAT 111	College Trigonometry
*	MAT 120	Probability & Statistics
*	MAT 122	Finite College Mathematics
*	MAT 130	Elementary Calculus
	MAT 132	Discrete Mathematics
*	MAT 140	Analytical Geometry & Calculus I
*	MAT 141	Analytical Geometry & Calculus II
	MAT 155	Contemporary Mathematics
	MAT 170	Algebra, Geometry & Trigonometry I
	MAT 211	Math for Elementary Education I
	MAT 212	Math for Elementary Education II
	MAT 215	Geometry
	MAT 220	Advanced Statistics
	MAT 230	Basic Multivariable Calculus
*	MAT 240	Analytical Geometry & Calculus III
*	MAT 242	Differential Equations

Sciences — Biological and Physical

*	AST 101	Solar System Astronomy
*	AST 102	Stellar Astronomy
*	BIO 101	Biological Science I
*	BIO 102	Biological Science II
	BIO 105	Principles of Biology
	BIO 110	General Anatomy & Physiology
	BIO 112	Basic Anatomy & Physiology
	BIO 115	Basic Microbiology
	BIO 201	Zoology
	BIO 202	Botany
	BIO 203	General Genetics
	BIO 205	Ecology
	BIO 206	Ecology Laboratory
*	BIO 210	Anatomy & Physiology I
*	BIO 211	Anatomy & Physiology II
	BIO 215	Anatomy
	BIO 216	Physiology
*	BIO 225	Microbiology
	BIO 240	Nutrition
	BIO 241	Clinical Nutrition
	CHM 105	General Organic & Biochemistry
	CHM 106	Contemporary Chemistry I
*	CHM 110	College Chemistry I
*	CHM 111	College Chemistry II
*	CHM 211	Organic Chemistry I
*	CHM 212	Organic Chemistry II
	CHM 227	Forensic Science Chemistry
	EVT 201	Environmental Science
	PHS 101	Physical Science I
	PHS 102	Physical Science II
	PHS 111	Conceptual Physics
*	PHY 201	Physics
*	PHY 202	Physics II
*	PHY 221	University Physics I
*	PHY 222	University Physics II

Social Sciences

*	ANT 101	General Anthropology
	ANT 202	Cultural Anthropology
	ECO 105	Introduction to Economic Principles
*	ECO 210	Macroeconomics
*	ECO 211	Microeconomics
*	GEO 101	Introduction to Geography
*	GEO 102	World Geography
	GEO 201	Geography of North America
	HUS 204	Introduction to Social Work
	PSC 101	Topics for Model U.N.
*	PSC 201	American Government
	PSC 205	Politics & Government
	PSC 206	Politics of the Middle East
*	PSC 215	State & Local Government
	PSC 220	Introduction to International Relations
	PSY 103	Human Relations
*	PSY 201	General Psychology
*	PSY 203	Human Growth & Development
*	PSY 208	Human Sexuality
*	PSY 212	Abnormal Psychology
	PSY 225	Social Psychology
*	SOC 101	Introduction to Sociology
*	SOC 205	Social Problems
	SOC 215	Ethnicity and Minority Issues
	SOC 225	Gender Issues

Note: If a foreign language is chosen to satisfy a degree program's Humanities requirement, the course must be at the 102 level or higher.

Explanation of Terms Used in Course Descriptions

The South Carolina Technical College System requires that courses at every technical college conform to a state-wide standard for course numbers, course titles, credit hours, and descriptions, as contained in the Catalog of Approved Courses (CAC).

Course Listings:
Descriptions of all courses in this catalog are arranged alphabetically and numerically. The semester(s) the course is offered is listed in italics under each course title; not all courses are taught every semester. The college reserves the right to withdraw any course with insufficient enrollment. In addition, the college publishes class schedules every semester listing the courses that will be offered on the Greenville Tech website: www.gvltec.edu.

Course Identification:
Each course in this catalog is identified with a three-letter prefix, a number, and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the course subject.

Course Hours and Credits:
Following the prefix, numbers, and course title are numbers that indicate lecture, laboratory, and credit hours. The number of lecture hours and/or the number of laboratory hours combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member and represent the total amount of class hours to be met within the timeframe the course is taught. The contact hours are the sum of the first two numbers shown. The last number shown is the credit hours received for the course.

Course Descriptions:
The course description of the course is the official state CAC description. In a few cases, the college has added to the state CAC description to provide students with more information about the course, as taught by Greenville Tech.

Prerequisites:
Prerequisites are **required** before enrolling in a course and must be ***completed with a grade of "C" or higher***. In some cases, students may exempt the prerequisite via placement scores or acceptable prior college credit. Some prerequisites specify "approval" or "permission," which means receiving permission from the instructor, department head or division dean. Courses that include permission as part of the prerequisite are generally those that require that faculty familiar with the course evaluate the student's prior experience.

Co-requisites:
Co-requisites are courses that are taken during the same semester. Most co-requisites are recommended; however, some may be required.

Transferable Courses:
If a course is marked with an asterisk (*), the course appears on the Commission of Higher Education's Statewide Articulation List of Universally Transferable Courses from all technical colleges. Credits for these courses do not automatically transfer to a four-year college or university. *Students are responsible for checking with the specific college or university to which they plan to transfer to determine the transferability of any course taken at Greenville Tech.*

Course Descriptions

ABR 101 Structural Repair I (4-3-5)
Offered Fall Semester
This course is an introduction to modern unibody and full frame structural repair and alignment.

ABR 102 Mig Welding (1-6-3)
Offered Fall Semester
This course is an introduction to the welding of high strength steels used in modern unibody vehicles.

ABR 103 Sheet Metal Repair I (3-4-4)
Offered Fall Semester
This course is an introduction to metal repair procedures and panel replacements on modern automotive vehicles.

ABR 108 Refinishing I (1-6-3)
Offered Spring Semester
This course is an introduction to automotive refinishing with emphasis placed on spot repair and panel painting.

ABR 109 Accessories (1-6-3)
Offered Summer Semester
This course is an introduction to automotive air conditioning, power windows, power seats and other accessories in late model vehicles.

ABR 111 Structural Repair II (4-3-5)
Offered Spring Semester
Prerequisites: ABR 101, ABR 102
This course covers the application of procedures for measuring, straightening, aligning and replacing necessary structural and cosmetic parts.

ABR 113 Sheet Metal Repair II (3-4-4)
Offered Summer Semester
Prerequisites: ABR 102, ABR 103
This course covers the application of sheet metal replacement and alignment.

ABR 118 Refinishing II (1-6-3)
Offered Spring and Summer Semesters
Prerequisite: ABR 108
This course covers overall refinishing with the newest type paints.

ABR 119 Estimating Repairs (1-3-2)
Offered Summer Semester
Prerequisites: ABR 101, ABR 103, ABR 108 or department head approval
This course covers writing estimates on damaged vehicles using collision repair guides.

ACC 101 Accounting Principles I (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisites: Placement into ENG 101 and MAT 101
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. An introduction to accounting theory is included in this course.

ACC 102 Accounting Principles II (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ACC 101
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. The corporate form of business, as well as equity and debt financing, are included.

ACC 124 Individual Tax Procedures (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 101
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 150 Payroll Accounting (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: ACC 101, ACC 245
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

ACC 201 Intermediate Accounting I (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 102
This course explores fundamental processes of accounting theory, including the preparation of financial statements.

ACC 202 Intermediate Accounting II (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 201
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

ACC 224 Business Taxation (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 124
This course is an introduction to tax reporting requirements and taxation of the proprietorship, partnership, S Corporation, C Corporation, and limited liability company. Some form preparation is required.

ACC 230 Cost Accounting I (3-0-3)
Offered Fall and Summer Semesters
Prerequisite: ACC 102
This course is a study of the accounting principles involved in job order cost systems with a focus on information needed by manufacturing and service organizations. Included in this course is a study of financial information needed by managers for decision making, how this information is delivered, and how it is used within business organizations.

ACC 245 Accounting Applications (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: ACC 101, CPT 101
This course introduces microcomputer accounting using database software and/or electronic spreadsheets. This course utilizes electronic spreadsheets for maintaining and presenting financial data.

ACC 246 Integrated Accounting Software (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: ACC 101 and CPT 101
Co-requisite: ACC 150
This course includes the use of pre-designed integrated accounting software for accounting problems. The course introduces the student to integrated accounting software for recording transactions and preparing financial statements.

ACC 275 Selected Topics in Accounting (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 201
Co-requisites: ACC 202, ACC 224, ACC 230
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.

ACM 101 General Regulations (2-0-2)
This course covers FAA regulations that pertain to the mechanics and the maintenance of aircraft engines and airframes, technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

ACM 102 Aviation Sciences (3-0-3)
This course is the study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications.

ACM 105 Basic Aircraft Electricity (3-4-4)
This course covers basic electricity, including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, batteries and their maintenance.

ACM 110 Aircraft Drawings (1-1-1)
This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft and interpret graphs and charts.

ACM 115 Ground Handling & Servicing (2-4-3)
This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpretation and application of aircraft weight and balance procedures.

ACM 120 Materials & Corrosion Control (3-5-4)
This course covers nondestructive testing, identification and selection of aircraft hardware and materials, use of hand tools and use of power and precision measuring tools, identification and use of cleaning materials, identification and treatment of aircraft corrosion.

ACM 125 Wood Structure, Coverings & Finishes (2-1.5-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures: selection, application and maintenance of aircraft fabric and fiberglass covering; and selection, application and maintenance of aircraft finishes, trim and lettering.

ACM 130 Sheet Metal Layout & Repair (3-5-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the principles of sheet metal layout, bending, rivet installations, structural inspection and repair methods for aircraft.

ACM 140 Bonded Structures & Welding (2-4-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers inspection, service and repair of metal and composite aircraft structures, including laminated, honeycomb and plastic materials, interior furnishings and access openings. Types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium also are included.

ACM 150 Assembly & Rigging (2-4-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed/rotor-wing aircraft, balancing and rigging of flight control surfaces are also included.

ACM 155 Aircraft Environmental Systems (3-1-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

ACM 160 Utility & Warning Systems (3-1.5-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers the principles of inspection, troubleshooting, servicing and repair of instrument systems; communication and navigation systems; and landing gear antiskid indicating and warning systems.

ACM 165 Hydraulics & Pneumatic Systems (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the operating principles for aircraft hydraulic and pneumatic power systems. The theory of fluid power, identification and selection of aircraft hydraulic fluids, servicing, troubleshooting, inspection and repair of hydraulic and pneumatic power systems and components are also covered in this course.

ACM 167 Landing Gear Systems (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the skills required to perform maintenance and service requirements for aircraft landing gear systems. The inspection, servicing, repair and operational check of landing gear, retracting systems, shock struts, brakes, wheels, tires and steering systems are covered in this course.

ACM 170 Aircraft Electrical Systems (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers skills required to inspect, check, service, troubleshoot and repair aircraft electrical system controls, wiring installation, switches, indicators and protective devices.

ACM 172 Aircraft Fuel Systems (1-1.5-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers maintenance of aircraft fuel systems, including inspection, service and repair principles for fuel system components; pressure fuel systems; quantity indicating systems; pressure and temperature systems; dump systems; troubleshooting; and fuel management procedures.

ACM 174 Airframe Inspection (1-1.5-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records and suggested methods for performing systematic inspection procedures.

ACM 201 Lubricating Systems (2-1-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the use and classification of lubricants, oils and greases. The basic lubrication systems of opposed, radial and turbine engines are also covered.

ACM 205 Ignition & Starting Systems (2-4-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers the theory and operation of aircraft powerplant ignition systems used on reciprocating and turbine engines, including the requirements for the inspection, servicing, repair and/or overhaul of magnetos, spark plugs, ignition harnesses, switches and turbine engine pneumatic starting systems. ACM starting systems are also included.

ACM 210 Reciprocating Engine Overhaul (3-4.5-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the theory and development of the internal combustion engine used in aviation and the disassembly, inspection, service, repair and overhaul of opposed and radial aircraft engines.

ACM 224 Turbine Engine Overhaul (3-5-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the history, theory, construction and principles of operation of turbine engines, including removal, installation, maintenance, testing, adjustment, hot section, inspection and overhaul.

ACM 226 Engine Inspection (1-2-1)
This course covers the procedures necessary for powerplant inspection to the conformity of the manufacturer's and FAA requirements.

ACM 234 Propellers & Components (3-5-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the theory, installation, inspection, servicing, maintenance, repair and the principles of operation of fixed and controllable pitch propellers. This course also includes the study of propeller de-icing, anti-icing, synchronization and the use of propeller lubricants for reciprocating and turbo propeller engines.

ACM 240 Engine Electrical, Instrumentation & Fire Protection (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 105, ACM 120
This course covers the skills required to inspect, check, service, troubleshoot and repair reciprocating and turbine engine starters and generators, alternators and charging systems, including wiring controls, switches, protective devices and temperature, pressure, RPM indicating and fire protection systems.

ACM 245 Powerplant Fuel Systems (3-4-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the inspection, troubleshooting, servicing, repair and overhaul of powerplant fuel metering systems, including warning indicators, pressure and rate of flow instruments and carburetor overhaul.

ACM 250 Induction, Cooling & Exhaust (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACM 101, ACM 120
This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.

ACM 265 Introduction to Aircraft Maintenance (2-3-3)
Offered Spring and Summer Semesters
This course is the study of basic electricity, AC/DC circuits, hand tools, precision measuring tools, maintenance manuals, aircraft hardware, and fasteners. Topics also include selection of torque procedures, safety wiring, non-destructive inspection methods, and safety.

ACM 270 Advanced General A & P Technology (2-3-3)
Offered Summer Semester
Prerequisite: Department head approval
This course will prepare students who have extensive airframe or powerplant experience and authorization from the FAA to take the FAA written, oral, and practical general examinations. This advanced FAA general course is designed for the student who has extensive airframe or powerplant repair experience. Student must meet the requirements established in Federal Regulation Part 65 to be able to take the FAA written, oral, and practical exams.

ACM 271 Advanced Airframe A & P Technology (4-0-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Department head approval
This advanced survey course is designed for the student who has extensive airframe repair experience. Material is presented to prepare the student to take the FAA Advanced Airframe exam. Student must meet requirements established in CFR Part 65 to be able to take the FAA written, oral, and practical exams.

ACM 272 Advanced Powerplant A & P Technology (3-5-4)
Offered Fall Semester
Prerequisite: Department head approval
This advanced survey course is designed for the student who has extensive powerplant repair experience. Material is presented to prepare the student to take the FAA Advanced Powerplant exam. Student must meet the requirements established in Federal Regulation Part 65 to be able to take the FAA written, oral, and practical exams.

ACR 101 Fundamentals of Refrigeration (3-6-5)
Offered Fall, Spring, and Summer Semesters
This course covers the refrigeration cycle, refrigerants, pressure temperature relationships and system components.

ACR 102 Tools and Service Techniques (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 106 Basic Electricity for HVAC/R (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 110 Heating Fundamentals (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course covers the basic concepts of oil, gas and electric heat, their components and operation.

ACR 120 Basic Air Conditioning (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACR 101, ACR 106
This course is a study of various types of air conditioning equipment including electrical components, schematics and service to the refrigerant circuit.

ACR 122 Principles of Air Conditioning (4-3-5)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ACR 101
This course is a study of the air cycle, psychometrics, load estimating and equipment selection.

ACR 131 Commercial Refrigeration (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ACR 101
This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140 Automatic Controls (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: ACR 106
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

ACR 150 Basic Sheet Metal (1-3-2)
Offered Fall, Spring, and Summer Semesters
This course covers the tools and procedures required in the fabrication of duct work.

ACR 160 Service Customer Relations (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course covers how to deal with different types of customers, selling techniques and correct record keeping.

ACR 206 Advanced Electricity for HVAC/R (1-3-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ACR 140
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

ACR 210 Heat Pumps (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACR 101, ACR 106
Pre- or Co-requisite: ACR 140
This course is a study of theory and operational principles of the heat pump.

ACR 220 Advanced Air Conditioning (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACR 101, ACR 106, ACR 210
This course is an advanced study of air conditioning systems.

ACR 240 Advanced Automatic Controls (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ACR 106, ACR 140
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

AET 101 Building Systems I (2-3-3)
Offered Spring and Summer Semesters
Prerequisites: CET 120, AET 110, AET 105
This course is a study of fundamental concepts of design and construction techniques in residential, commercial and industrial building.

AET 103 International Building and Residential Codes (2-3-3)
Offered Spring and Summer Semesters
Prerequisites: AET 105, AET 110, CET 120
This course is an introduction to the international building codes and the international residential codes, as well as local code requirements.

AET 105 Construction Documents (2-3-3)
Offered Fall and Spring Semesters
This course covers the interpretation of residential, commercial, and industrial building construction documents, including construction specifications, general conditions, and construction industry symbols. Building construction terminology, contracts, and the bidding process are also covered.

AET 110 Architectural Graphics I (2-3-3)
Offered Fall and Spring Semesters
This course is an introduction to the skills of architectural manual drafting. This course also includes development of drawing/visualization skills.

AET 111 Architectural Computer Graphics I (2-3-3)
Offered Fall, Spring and Summer Semesters
Pre- or Co-requisite: EGR 130 or CPT 101
This course includes architectural/construction, basic computer-aided design commands, and creation of construction industry symbols and standards.

AET 120 Architectural Graphics II (1-6-3)
Offered Spring and Summer Semesters
Prerequisites: AET 105, AET 110, AET 111, CET 120
Co-requisite: AET 121
This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development and technical skills required to draw and graphically present projects.

AET 121 Autocad Architectural Desktop (1-3-2)
Offered Summer Semester
Prerequisites: CPT 101, AET 105, AET 111, CET 120
Co-requisite: AET 120
This course is the study of advanced architectural desktop software to enhance the student's abilty to use linkable objects to create complete sets of construction documents for projects. Specific emphasis will be placed upon project synchronization.

AET 150 Preliminary Project Estimating (1-3-2)
Offered Summer Semester
Prerequisites: AET 101, AET 120
This course covers basic construction estimating concepts with a main focus on square footage costs and preliminary budget estimating procedures.

AET 201 Building Systems II (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: AET 101
This course covers mechanical systems, electrical systems and code requirements for residential, commercial and industrial buildings. Included in the course are structural concepts, cladding systems, concrete, masonry, roofing and steel systems.

AET 221 Architectural Computer Graphics II (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: AET 101, AET 103, AET 120, AET 121
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as the drafting tool will be produced.

AET 230 Architectural Graphics III (2-6-4)
Offered Fall and Summer Semesters.
Prerequisites: AET 101, AET 120
This course encompasses a model and set of working drawings of a complex architectural project.

AET 231 Architectural Computer Graphics III (2-6-4)
Offered Spring and Summer Semesters.
Prerequisite: AET 221
This course covers advanced CAD applications. A complete set of construction documents for a residential or commercial building, including a specification outline, is produced and presented.

AET 232 Architectural CAD Applications (3-3-4)
Offered as demand requires.
Prerequisite: AET 221
This course covers advanced architectural CAD applications, such as 3-D building drawings and data base manipulations.

AET 233 Architectural CAD Presentations (3-3-4)
Offered as demand requires.
Prerequisite: AET 232
This course covers the development of CAD commands, including 3-D wire frame drawings and rendering capabilities of a building model.

AHS 101 Introduction to Health Professions (2-0-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: AHS 127
Co-requisite: AHS 128
This course provides a study of the health professions and the health care industry. Job responsibility and personal/educational requirements are covered, as well as an overview of the health care system.

AHS 102 Medical Terminology (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers medical terms, including roots, prefixes and suffixes, with emphasis on spelling, definition and pronunciation. This course is highly recommended for students entering health-related curriculums.

AHS 113 Head & Neck Anatomy (1-2-1)
Offered Fall Semester
Prerequisites: BIO 211, BIO 225, CHM 105 and acceptance to Phase II based on weighted admissions criteria
Co-requisites: DHG 115, DHG 121, DHG 161 (required)
This course provides a detailed study of the structures of the head and neck with special emphasis on structure as it pertains to the study of dental science. This course also includes specifics related to Infiltration Anesthesia (specific innervation of each tooth and effects of anesthesia on each region of the mouth).

AHS 116 Patient Care Relations (0-9-3)
Offered Fall, Spring, and Summer Semesters
This course includes a study of the psychological and emotional effects of illness, hospitalization and recuperation upon the patient, others, and health care providers.

AHS 119 Health Careers (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Instructor permission
This course provides information on various health careers to include job responsibility and personal and educational requirements, as well as an overview of the health care system with its unique nomenclature and delivery of care.

AHS 120 Responding to Emergencies (2-0-2)
Offered Fall and Spring Semesters
This course is a study of emergency care procedures utilizing first aid and CPR principles.

AHS 128 Health Sciences Introduction (4-0-4)
Offered Fall, Spring, and Summer Semesters
Co-requisite: AHS 101
This course is a study of the core competencies common to numerous health science professions.

AHS 142 Phlebotomy (1-3-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 151, NUR 152
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.

AHS 147 Clinical Pharmacology (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: BIO 210 or BIO 215
This course covers a broad spectrum of drugs, their classification, physical and chemical properties, usage, and contraindications in clinical settings.

AHS 154 Culture and Wellness (0-3-1)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100 or higher or completion of RDG 100
This course is a study of the impact of cultural factors on health and wellness. The course will include an additional focus on experiential learning through health related themes and appropriate cultural resource use. Major areas of study will incorporate language acquisition and culturally relevant health themes.

AHS 159 Ethnic and Racial Health Care Disparities (3-0-3)
Offered Spring Semester
This course is a study of ethnic and racial health care disparities in the United States from the Civil Right's Movement to the present. This will be an elective course. Though any student can take it, the target market will be Allied Health and Nursing students who plan to obtain a B.S. degree after they graduate from GTC.

AHS 160 Introduction to Health (0-3-1)
Offered Fall, Spring, and Summer Semesters
This course focuses on the definition and importance of work place ethics, knowledge and behaviors essential for the health care worker, and on the various roles of the interdisciplinary health care team. It provides an introduction to scope of practice, therapeutic communication, basic human needs and nursing process for the beginning nursing student.

AHS 206 Cross-sectional Anatomy for Medical Imaging (2-0-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: BIO 210, BIO 211, and permission of instructor
This course is a study of human anatomy as viewed in cross-sectional planes. This is used in medical imaging modalities, such as computed tomography, Magnetic Resonance Imaging, and Ultrasound.

AMT 105 Robotics and Automated Control I (1-6-3)
Offered Spring Semester
Prerequisite: EEM 117
This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

AMT 205 Robotics and Automated Control II (2-3-3)
Offered Summer Semester
Prerequisite: AMT 105
This course covers installation, testing, troubleshooting, and repairing of automated systems.

ANT 101 General Anthropology (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primetology, human paleontology, human variation, archaeology and ethnology.

ANT 202 Cultural Anthropology (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes an exploration and comparison of selected contemporary cultures, including their languages. The course also includes an introduction to the concepts, methods, and data of socio-cultural anthropology and anthropological linguistics.

ANT 203 Physical Anthropology and Archaeology (3-0-3)
Offered Fall Semester
Prerequisite: SOC 101 or ANT 101 or PSY 201 or PSY 103 or PSC 201 or permission of instructor
This course includes an exploration of human origins, human evolution, human prehistory, and cultural existence from its less complex forms to early civilizations. The course also includes an introduction to the concepts, methods, and data of physical, biological, and archaeological anthropology.

AOT 105 Keyboarding (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course focuses on the mastery of touch keyboarding. Keyboarding skill will be developed in using the alphabetic and numeric keyboards with an emphasis on proper keyboarding techniques, speed, and accuracy.

AOT 106 Keyboarding Lab I (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: AOT 105
This lab focuses on improving keyboarding speed and accuracy.

AOT 133 Professional Development (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: AOT 163
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

AOT 134 Office Communications (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 165
Pre- or Co-Requisite: AOT 105
This course is a study of grammar, punctuation, and written communication skills for the office environment.

AOT 143 Office Systems and Procedures (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: AOT 234
This course emphasizes procedures and applications used in the office environment.

AOT 161 Records Management (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: RDG 100 or satisfactory test placement
This course emphasizes records management functions and various types of storage methods, technology, and procedures. Both manual and electronic records information management systems are included.

AOT 163 Word Processing (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RDG 100 or satisfactory test placement
Pre- or Co-requisite: AOT 105
This course introduces the concepts of word processing. Students will develop document formatting skills as well as skills using the basic functions of Microsoft Word.

AOT 167 Information Processing Applications (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: AOT 163
This course emphasizes applications and features of information processing software. Microsoft Access and PowerPoint basics will be presented, as well as other office applications.

AOT 234 Administrative Office Communications (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: AOT 134, AOT 163
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective communication skills. This course integrates composition skills and grammar skills necessary in the preparation of a variety of business messages in the workplace.

AOT 251 Administrative Systems & Procedures (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RDG 100 or satisfactory test placement
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks. Note: Microsoft Windows and Outlook are covered. Course is taught online only.

AOT 252 Medical Systems & Procedures (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: AHS 102, AOT 106, AOT 234
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Specialized application software for medical offices is used.

AOT 254 Office Simulation (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: AOT 167, AOT 234, AOT 260, AOT 261
This course integrates a wide variety of skills and knowledge through practical work experience in a simulated office environment. Decision-making and judgment in creating documents using Microsoft Office are included in this capstone course.

AOT 260 Office Word Processing Applications (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: AOT 163
This course emphasizes the concepts of word processing for information management in an office environment. Students will further develop document formatting skills, as well as skills using the intermediate and advanced functions of Microsoft Word.

AOT 261 Office Spreadsheet Applications (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into MAT 101
This course emphasizes the concepts of spreadsheets for information management in an office environment. Students will develop skills in basic through intermediate Microsoft Excel functions.

AOT 265 Office Desktop Publishing (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: AOT 163
This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents. PageMaker 7.0 for Windows is used. Emphasis is placed on efficient use of this page layout software package to create, design, and print publications as well as to integrate use of specialized peripherals.

AOT 270 SCWE in Administrative Office Technology (0-12-3)
Offered Spring Semester
Prerequisites: Department head approval; completion of the Medical Clerical certificate; MKT 130, AOT 167
Pre- or co-requisite: MGT 101
This course integrates office skills within an approved work site related to administrative office technology. Work site is an approved medical associate practice. *(Only available to students in the Physician Practice Specialist certificate program.)*

APT 101 Air Navigation (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course prepares students to interpret aeronautical charts and apply navigational principles. Topics include basic elements of air navigation, fundamentals of piloting, dead reckoning, and the use of a plotter, computer, and aerial charts.

APT 105 Aviation Meteorology (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course covers the atmosphere, interpenetration, and measurement of meteorological elements and the effects on aircraft operations and performance. The course will prepare students to understand weather data for flight planning and safe flying.

APT 110 Aviation Law and Federal Aviation Regulations (2-0-2)
Offered Fall, Spring, and Summer Semesters
This course provides an in-depth study of state, federal, and international regulations forming the structure of aviation law. Emphasis is on the application of legal principles and interpretation of federal air regulations.

APT 115 Private Pilot Flight Ground School (3-1-3)
Offered Fall, Spring, and Summer Semesters
This course emphasizes the aeronautical competencies required to meet the Federal Aviation Administration regulations for private pilot certification.

APT 120 Private Pilot Flight (1-3-2)
Offered Fall, Spring, and Summer Semesters
This course provides the hands-on training necessary to earn the Federal Aviation Administration private pilot certification.

APT 125 Aviation Management (3-0-3)
Offered Summer Semester
This course is a study of the operations of a flight department using a cost-effective basis and analysis of profit/loss statements. Topics include calculating the cost of flight operations and applying monthly and annual budget analysis.

ARA 101 Elementary Arabic I (4-0-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Arabic culture. Various components of the language, such as sounds, letters, grammar, and vocabulary, are introduced enabling students to communicate in Arabic at a level that conforms to the general proficiency guidelines of the American Council on the Teaching of Foreign Languages (ACTFL).

ARA 102 Elementary Arabic II (4-0-4)
Offered Fall and Spring Semesters
Prerequisite: ARA 101 or permission of instructor
This course continues development of basic language skills and the study of the Arabic culture. Sounds, letters, grammar, and vocabulary will continue to be developed enabling students to communicate in Arabic at a level that conforms to the general proficiency guidelines of the American Council on the Teaching of Foreign Languages (ACTFL).

ART 101 Art History and Appreciation (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

ART 105 Film as Art (3-0-3)*
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

ART 106 History of Photography (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ART 101
This course is a survey of the history of photography beginning with the emergence of the fixed image of the 1830s through contemporary trends. The emphasis of the class is the technical and aesthetic development of photography as a medium of historical and artistic expression.

ART 107 History of Early Western Art (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
This course is a visual and historical survey of western art from the Paleolithic Age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment which produced them.

ART 108 History of Western Art (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ART 107
This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

ART 111 Basic Drawing I (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ARV 121
This course provides an introduction to the materials and the basic techniques of drawing.

ART 112 Basic Drawing II (2-3-3)
Offered Fall Semester
Prerequisites: ART 111, ARV 121
This course covers a study of the materials and basic techniques of drawing. Emphasis is placed on traditional and contemporary approaches to media usage, personal content and figure study.

ART 200 Type Designing (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: ART 111, ARV 121
This course focuses on type as an image for visual and verbal communications generated by hand or by computer. Includes the investigation of text and display type, measurement systems, persuasive type, proportions, spacing, vocabulary, grids, visual hierarchy and the history of letterform design.

ART 202 Ceramics (2-3-3)
Offered Spring Semester
Prerequisite: ARV 121
This course is a study of the historical investigation of and introduction to design basics, techniques, and processes unique to the construction of clay forms. Projects include hand building and wheel throwing, clay mixing, firing, glazing, and embellishment.

ART 203 Ceramics II (2-3-3)
Offered on a rotational basis
Prerequisite: ART 202
This course provides an advanced study of the functional and sculptural skills acquired in ceramics. Additional topics may include slump and hump molds, wide-based forms, englobes, slips, patinas, stains, and glaze formulations, as well as reduction, oxidation, and primitive firing methods.

ART 204 Ceramics III (2-3-3)
Offered on a rotational basis
Prerequisite: ART 203
This course is a study of throwing, altering, and assembling large functional and sculptural component forms. Additional topics may include glazed and non-glazed surfaces, contemporary and primitive firing methods, various mold applications, and embellishments.

ART 207 Printmaking (2-3-3)
Offered Spring Semester
Prerequisites: ART 111, ARV 121
This course covers an introduction to the processes and techniques of artistic printmaking. Projects may include wood and linoleum block, etching, litho, monotype, and engraving.

ART 208 Art Since 1945 (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ART 101 or ART 108
This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works, and the forces that have shaped them.

ART 209 Nineteenth Century Art (3-0-3)
Offered on a rotational basis
Prerequisite: ART 108
This course examines the visual arts of the 19th century in relation to the societal, political, and technological factors that have influenced them.

ART 210 History of Graphic Design (3-0-3)
Offered on a rotational basis
Prerequisites: Placement into ENG 101, ARV 121
This course surveys graphic communication throughout history, from cave paintings to the development of printing through recent digital technology. Major emphasis is placed on the twentieth century and influential trends in contemporary graphic design.

ART 211 Introduction to Painting (2-3-3)
Offered Fall Semester
Prerequisites: ART 111, ARV 121
This course is an introduction to materials and techniques of painting.

ART 214 Art History Study Abroad (3-0-3)
Offered on a rotational basis
Prerequisite: ART 107
This course provides a study abroad experience for students studying art history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary art, artists, and architecture, with emphasis on art history.

ART 230 History of Asian Art (3-0-3)
Offered on a rotational basis
Prerequisite: Placement into ENG 101
This course is a survey of the history of the arts of India, China, Japan, and Southeast Asia, with emphasis on the historical, religious, and social context.

ART 231 History of North European Renaissance Art (3-0-3)
Offered on a rotational basis
Prerequisite: ART 108
This course examines the arts of Northern Europe during the 15th and 16th centuries, with emphasis on the developments in the Low Countries, Germany, and France.

ART 232 History of Italian Renaissance Art (3-0-3)
Offered on a rotational basis
Prerequisite: ART 108
This course explores the origins and development of Renaissance painting, sculpture, and architecture in Italy during the 15th and 16th centuries.

ART 267 Seminar in Photography (2-3-3)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course is a scheduled investigation into contemporary topics, issues, techniques, and processes of photography.

ART 268 Seminar in Fine Arts (2-3-3)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course is a scheduled investigation into contemporary topics, issues, techniques, and processes of the fine arts.

ART 281 Gallery and Museum Studies (2-3-3)
Offered on a rotational basis
Prerequisites: ART 108, ARV 230
This course is an introduction to the study of gallery and museum practices, including history, methodology, and resources. Emphasis will be placed on exhibit preparation and interpretation, ethics, conservation, collection issues, and organizational administration. In addition to classroom lectures, students will participate directly in the planning, executing, mounting, and maintaining of exhibitions at the RIVERWORKS Gallery, thereby acquiring practical skills necessary for implementing, publishing, researching and presenting exhibitions.

ART 289 Digital Photography (2-3-3)
Offered Summer Semester
Prerequisites: ARV 114, ARV 210, ART 106
This course is an exploration of the opportunities and possibilities of the digital photography revolution. The class will include instruction and assignments in the theory, practice, and use of digital cameras, scanners, and printers.

ART 290 Photojournalism (2-3-3)
Offered Spring Semester
Prerequisites: ARV 114, ARV 210, ENG 101, ART 106
This course will cover the principles and practices of photography as a creative tool of communication. Advanced techniques, advanced darkroom work, historical and contemporary photojournalism will be emphasized in the course. The effect of digital imaging will be the primary focus of this class.

ART 291 Large Format Photography (2-3-3)
Offered Summer Semester
Prerequisites: ARV 114, ARV 214
This course is an introduction to the use of 4 x 5 cameras, techniques and image aesthetics, as well as film processing and fiberbased printing. Assignments may include landscape, architecture, portraiture, still life and location.

ART 292 Foundations for Art Education (2-3-3)
Offered Fall Semester
Prerequisite: ENG 101
This course is the study of historical, functional, theoretical, philosophical, and ethical posits of art education. It surveys standards, research, technology, diversity and legislation's impact; cognitive/artistic development; curriculum design; assessment; instructional planning and classroom management.

ARV 110 Computer Graphics I (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of the fundamentals of computer assisted graphic design. It utilizes Macintosh operating system and applications. No computer experience is required to enroll in this course.

ARV 114 Photography I (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ARV 121
This course is a study of the principles, terminology, techniques, tools, and materials of basic photography. Upon successful completion of this class the student will have both the technical skills and working vocabulary necessary to produce quality black and white images.

ARV 121 Design (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design. This is a foundation design course required for all beginning visual arts majors.

ARV 122 3-Dimensional Design I (2-3-3)
Offered Fall Semester
Prerequisites: ART 111, ARV 121
This course is a foundation design course that examines the principles, theory, techniques and materials of three-dimensional form, space and structure.

ARV 205 Graphic Illustration (2-3-3)
Offered on a rotational basis
Prerequisites: ART 111, ARV 121
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.

ARV 210 Computer Graphics II (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ARV 110, ARV 121
This course is an advanced computer art course which includes a study of the creation of graphic design using electronic imagery. The focus of this class includes advanced scanning techniques, image creation, and manipulation of images for output using Photoshop.

ARV 212 Digital Photography (for the Web) (2-3-3)
Offered Fall Semester
Prerequisites: ARV 110, ARV 114, ARV 121, ARV 227
This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. This course concentrates on producing photographic images for use on the Internet.

ARV 214 Photography II (2-3-3)
Offered Summer Semester
Prerequisites: ARV 114, ARV 210
This course covers advanced projects in photography, including studio work. Students will work with both medium and large format cameras. Assignments include studio and location lighting for portraiture, product illustration, architectural photography and/or a special group project. Students will work with both black and white and color films.

ARV 215 Photography III (2-3-3)
Offered Spring Semester
Prerequisites: ART 106, ARV 110, ARV 114
This course incorporates advanced projects in photography, including studio and lab work. This course will include the production of special purpose enlarged negatives, using both conventional and digital techniques. Processes will include hand coloring prints, emulsion lifts, cyanotype, gum bichromate, Van Dyke and platinum/palladium prints.

ARV 217 Computer Imagery (2-3-3)
Offered Fall and Summer Semesters
Prerequisites: ART 111, ART 200, ARV 110
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Course content includes the study of the printing process and pre-press production procedures from the design stage through the finished product.

ARV 222 Computer Animation (2-3-3)
Offered Spring Semester
Prerequisite: ARV 227
This course introduces techniques of creating the illusion of motion and three-dimensional space. Using Adobe Flash, students produce both animated interface designs and timeline-based movies intended for publication on the Internet.

ARV 227 Web Site Design I (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: ARV 110, ARV 121
This course is an introduction to the production of an interactive world wide web site. Course content focuses on the use of creative and analytical concepts that employ Adobe Photoshop, Dreamweaver, HTML coding, and animation. The student will produce an efficient, optimized web site that meets a theoretical client's evaluated needs assessment.

ARV 228 Web Site Design II (2-3-3)
Offered Fall Semester
Prerequisite: ARV 227
This course covers a study of advanced web site design techniques culminating in an interactive web site. Course content includes the use of creative concepts that employ Dreamweaver.

ARV 230 Visual Arts Business Procedures (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course covers a study of professional practices involved in the organization and operation of businesses concerned with the visual arts. Topics include copyright law and tax information.

ARV 241 Painting II (2-3-3)
Offered Spring Semester
Prerequisite: ART 211
This course emphasizes personal expression in classical and modern techniques of painting.

ARV 244 Sculpture I (2-3-3)
Offered Summer Semester
Prerequisite: ARV 122
This course develops appreciation of working in 3-D with clay; explores construction methods and elements of form, space, line, movement, light, texture, color and time. In addition to clay, media such as wood, plastics, resins, wire, concrete and stone, and bronze casting will be explored.

ARV 261 Advertising Design I (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: ART 200, ARV 110
This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.

ARV 262 Advertising Design II (2-3-3)
Offered on a rotational basis
Prerequisites: ARV 114, ARV 261
This course covers advanced knowledge, practices, and skills in the visual communication field. Course content includes the idea development and methodology to create successful corporate and product identity programs.

ARV 265 Graphics Art Portfolio (1-.5-1)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course covers the development of strategies for entering the graphic arts industry and refining portfolios and resumes to meet professional standards. This course will give students both graphic design and production experience by working in a studio environment.

ARV 266 Seminar in Graphics Art (2-3-3)
Offered on a rotational basis
Prerequisite: Permission of instructor
This course offers an introduction to contemporary topics and issues in graphic design.

ARV 280 Visual Arts Exit Portfolio (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: Permission of instructor
This course covers the preparation of students' job seeking or academic placement portfolios. The course includes lectures, demonstrations and studio work. Student work is evaluated based on concept and execution. Satisfactory completion of both a portfolio and verbal presentation is required.

ASL 101 American Sign Language I (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RDG 100
This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill developments.

ASL 102 American Sign Language II (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RDG 100
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.

AST 101 Solar System Astronomy (3-3-4)*
Offered Fall and Summer Semesters
Prerequisite: MAT 102
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included.

AST 102 Stellar Astronomy (3-3-4)*
Offered Spring Semester
Prerequisite: MAT 102
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included.

AUT 101 Engine Fundamentals (2-3-3)
Offered Fall Semester
This course is a study of automotive engine fundamentals, principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency, combustion theory, etc. Types of engines, cylinders, valve arrangements, lubricants, fuel, exhaust and cooling systems also are included.

AUT 103 Engine Reconditioning (3-3-4)
Offered Spring Semester
Prerequisite: AUT 101
This course is a review of engine fundamentals and overhaul procedures followed by performance in all areas of engine block preparation, cylinder head preparation, cleaning, specifications, measurements with micrometers, assembly and operation of unit.

AUT 110 Introduction to Automotive Welding (2-3-3)
Offered Spring Semester
This course is an introduction to basic welding as it applies to automotive technology. This course will cover safety procedures, cutting torch operation, basic gas welding, and basic mig welding.

AUT 111 Brakes (2-3-3)
Offered Fall Semester (for ASEP and ASTP programs)
Offered Summer Semester (for Toyota and Nissan programs)
This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

AUT 115 Manual Drive Train/Axle (2-3-3)
Offered Fall Semester (for ASEP and ASTP programs)
Offered Summer Semester (for Toyota and Nissan programs)
This course is a basic study of clutches, gearing and manual transmission operation, including the basic study of rear axles and rear axle set up.

AUT 121 Suspension & Steering (2-3-3)
Offered Summer Semester
This course covers the fundamentals of suspension and steering systems, including struts, springs, shock absorbers, stabilizers, ball joints and related parts.

AUT 132 Automotive Electricity (3-3-4)
Offered Fall Semester
This course is a study of electricity as used in automotive applications. It includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

AUT 135 Ignition Systems (2-3-3)
Offered Fall Semester (for Toyota and Nissan programs)
Offered Spring Semester (for ASEP and ASTP programs)
Prerequisite: AUT 132
This course is a study of both primary and secondary electronic ignition systems, including distributorless ignition systems, theory of operation and diagnostic techniques, application of diagnostics using the oscilloscope and other appropriate test equipment.

AUT 147 Fuel Systems (3-3-4)
Offered Fall Semester (for Toyota and Nissan programs)
Offered Spring Semester (for ASEP and ASTP programs)
Prerequisites: AUT 101, AUT 132
This course is a study of basic fuel delivery systems, including types of fuel, fuel pumps and an introduction to fuel injection systems. Symptoms and diagnosis of malfunctioning systems are emphasized.

AUT 152 Automatic Transmissions (3-3-4)
Offered Summer Semester
This course is a basic study of power flow and hydraulics, including torque converter operation.

AUT 211 Advanced Brakes (2-3-3)
Offered Fall Semester
Prerequisites: AUT 111, AUT 132
This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service and repair.

AUT 221 Suspension & Steering Diagnosis (2-3-3)
Offered Fall Semester
Prerequisites: AUT 111, AUT 121, AUT 132
This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals and alignment equipment.

AUT 241 Automotive Air Conditioning (3-3-4)
Offered Summer Semester
This course is a study of the principles of refrigeration, operation and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures.

AUT 242 Electronic Climate Controls (3-3-4)
Offered Spring Semester
Prerequisites: AUT 132, AUT 241
This course covers vacuum and electrical electronic controls for air delivery and compressor operation. Comfort data line and scan tool diagnosis are introduced. Circuit components are identified and service manual diagnosis is practiced.

AUT 247 Electronic Fuel Systems (4-0-4)
Offered Spring Semester (for Toyota and Nissan programs)
Offered Summer Semester (for ASEP and ASTP programs)
Prerequisites: AUT 135, AUT 147
This course includes the study of fuel injection systems, other fuel system components and how computers control fuel delivery.

AUT 252 Advanced Automatic Transmission (3-3-4)
Offered Fall Semester
Prerequisites: AUT 132, AUT 152, AUT 247
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.

AUT 262 Advanced Automotive Diagnosis & Repair (3-3-4)
Offered Spring Semester
Prerequisites: AUT 115, AUT 221, AUT 247, AUT 252
This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.

BAF 101 Personal Finance (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: Placement into ENG 100 and MAT 101
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

BAF 201 Principles of Finance (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ACC 101
This is an introductory course to the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.

BAF 220 Real Estate Finance (3-0-3)
Offered Fall, Spring, and Summer Semesters
Pre- or co-requisite: MAT 109 or MAT 110
This course provides an overview of monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, closing costs, alternative financing, equal credit opportunity laws affecting mortgage lending, and the state housing agency.

BCT 101 Introduction to Building Construction (3-6-5)
Offered Fall Semester
This course is an introduction to residential and light commercial construction, construction terms, tools of the trade and their safe use.

BCT 102 Fundamentals of Building Construction (1-9-4)
Offered Fall Semester
This course is a study of framing for residential and light commercial buildings.

BCT 103 Construction Site Layout (1-9-4)
Offered Spring Semester
This course covers location and layout of building corners, elevation and the use of appropriate tools.

BCT 113 Fundamentals of Construction Prints (0-12-4)
Offered Fall Semester
This course includes reading prints for residential and light commercial building construction.

BCT 115 Construction Safety and Equipment (2-0-2)
Offered Spring Semester
This course includes what personal protective clothing and equipment to wear, how to perform basic construction tasks safely, and how to respond to accidents if they occur.

BCT 116 Residential Building Exam Preparation (1-0-1)
Offered Summer Semester
This course prepares the student for the South Carolina residential contractor's exam. The course covers a basic review of general contracting, including documents, construction budgets, cost accounting and inspections.

BCT 119 Plumbing Inspector Certification (1-0-1)
Offered Fall, Spring, and Summer Semesters
This course is a study of the standard plumbing code (ICC) for persons responsible for ensuring plumbing installation compliance, while also preparing for examination and certification through the SBCCI as a plumbing inspector.

BCT 131 Estimating/Quantity Take-Off (2-0-2)
Offered Fall Semester
This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

BCT 142 Fundamentals of Construction Safety (4-0-4)
Offered Spring Semester
This course covers safety standards and practices as they apply to the building construction industry.

BCT 150 Plumbing (3-6-5)
Offered Fall, Spring, and Summer Semesters
This course is a study of skills for the plumbing trade, safe and proper use of plumbing tools, calculations for plumbing, schematics for plumbing, selection and joining of various pipes, selecting and fitting tubing and fillers, cutting and threading carbon steel pipes, and making flare and compression joints.

BCT 151 Introduction to Residential Plumbing (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course covers plumbing theory as it relates to residential construction.

BCT 152 Residential Plumbing (3-6-5)
Offered Fall, Spring, and Summer Semesters
This course is a study of the plumbing methods and practices used in residential application.

BCT 153 Plumbing Repairs (1-6-3)
Offered Fall, Spring, and Summer Semesters
This course covers repair work in domestic and commercial plumbing installation.

BCT 154 Plumbing Tests and Connections (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course is a study and application of DWV piping systems, testing DWV piping, testing water lines, testing faucets and valves, and installing water heaters.

BCT 158 Introductory Building Maintenance (3-6-5)
Offered Fall, Spring, and Summer Semesters
This course is a study of basic safety, introduction to construction math, hand and power tools for the building industry, blueprints, and basic rigging as accredited by the National Center for Construction Education and Research.

BCT 160 Appliance Repair/Installation (1-3-2)
Offered Fall, Spring, and Summer Semesters
This course is a study of the installation and repair of household appliances.

BCT 170 Advanced Building Maintenance (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course is a study of the installation and repair of materials, fixtures, and equipment found in any structure.

BCT 175 Interior Building Maintenance (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of the installation, service, and repair of piping and wiring for plumbing and electrical fixtures.

BCT 201 Principles of Roof Construction (1-9-4)
Offered Spring Semester
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction.

BCT 203 Exterior & Interior Finishes (1-12-5)
Offered Summer Semester
This course is a study of exterior and interior finishes for residential and light commercial buildings.

BCT 209 Construction Project Management (2-3-3)
Offered Summer Semester
This is a course designed with projects using building construction skills. Students will learn techniques of scheduling materials and labor to be on the jobsite at appropriate times to meet project goals and to ensure that permits, restrictions, and surveys have been met.

BCT 221 Construction Building Codes (3-0-3)
Offered Summer Semester
This course is a study of local, state and national building code requirements as they apply to residential and commercial construction.

BCT 231 Construction Labor and Expediting (2-3-3)
Offered Spring Semester
This course is a study of the process of controlling material and labor on a job site.

BIO 101 Biological Science I (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.

BIO 102 Biological Science II (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: BIO 101
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla, as well as viruses). Vertebrate animals and vascular plants are emphasized.

BIO 105 Principles of Biology (3-3-4) (non-majors biology)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This is an introductory biology course, unifying biology concepts and principles at all levels. This course is designed for non-science majors.

BIO 110 General Anatomy & Physiology (for the Massage Therapist) (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships.

BIO 112 Basic Anatomy & Physiology (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course is a basic integrated study of the structure and function of the human body.

BIO 115 Basic Microbiology (2-3-3)
Offered Fall, Spring, and Summer Semesters
This is a general course in microbiology, including epidemiology, presence, control and identification of microorganisms.

BIO 150 Anatomy Review for Kinesiology (1-0-1)
(for Physical Therapist Assistant majors)
Offered Spring Semester
Prerequisites: BIO 210 and BIO 211 or BIO 215 and BIO 216
This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.

BIO 201 Zoology (3-3-4)
Offered Spring Semester
Prerequisites: BIO 101 and BIO 102 or instructor permission
This course is a study of the classification, characteristics, structure, physiology, reproduction, development, evolution, and behavior of animals.

BIO 202 Botany (3-3-4)
Offered Fall Semester
Prerequisite: BIO 101
This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants.

BIO 203 General Genetics (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: BIO 101
This course introduces major concepts in genetics at the cellular, molecular, and population levels. It also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation, and gene frequencies in populations.

BIO 205 Ecology (3-0-3)
Offered Fall Semester
Prerequisite: BIO 101
Co-requisite: BIO 206 – Required (Note: This course must be taken during the same semester as BIO 206.)
This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere.

BIO 206 Ecology Lab (0-3-1)
Offered Fall Semester
Prerequisite: BIO 101
Co-requisite: BIO 205 – Required (Note: This course must be taken during the same semester as BIO 205.)
This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere**,** human ecology, resource use, and environmental impact. The majority of the labs will be in the field.

BIO 210 Anatomy & Physiology I (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
(Note: High school biology, BIO 101, or BIO 112 highly recommended)
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems will be studied.

BIO 211 Anatomy & Physiology II (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: BIO 210
This is a continuation of BIO 210, including intensive coverage of the body as an integrated whole. All body systems will be studied.

BIO 215 Anatomy (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
(Note: High school biology, or BIO 101, or BIO 112 highly recommended)
This course is a study of the structure of the human body in relation to normal and pathologic states.

BIO 216 Physiology (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
(Note: High school biology, or BIO 101, or BIO 112 highly recommended)
This course is a study of human physiological processes in relation to homeostasis.

BIO 225 Microbiology (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisites: BIO 101 or BIO 210 and placement into ENG 101
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms and diagnostic procedures for identification.

BIO 235 Basic Pharmacological Physiology (5-0-5)
Offered Fall Semester
This course includes a brief consideration of anatomy with emphasis on functional anatomy. Physiology of systems affected by drug action are also emphasized.

BIO 238 Musculoskeletal System Anatomy (and Pathophysiology for the Massage Therapist) (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: BIO 110 or permission of Biology department head
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origins, insertion, innervation and action. This course also includes a look at pathological conditions as related to bones and muscles, as well as nervous, cardiovascular, and lymphatic system pathology.

BIO 239 Exercise Anatomy and Physiology (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: BIO 110
This course is a study of the human anatomy and physiology encompassing an overview of all body systems, emphasizing the musculoskeletal, respiratory, and cardiovascular systems.

BIO 240 Nutrition (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.

BIO 241 Clinical Nutrition (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101 (Note: HOS 103 or BIO 240 highly recommended)
This course is the study of diet therapy for an individual with a health problem. Topics include the etiology of the disease and the necessary diet modifications needed to aid in restoring the individual's health.

BIO 250 Molecular Biology (3-0-3)
Offered Spring Semester
Prerequisites: BIO 101, CHM 111
This course is an in-depth study of the principles that govern the structure and function of both procaryotic and eucaryotic genes. Emphasis is placed on gene structure, function, expression, and regulation.

BIO 260 Immunology (3-0-3)
Offered Fall Semester
Prerequisite: BIO 101 or BIO 210 or BIO 225
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics covered include antibody structure and function; applications of monoclonal antibodies in medicine; gene rearrangements in B and T cells; cellular cooperation and role of the MHC; tolerance; and immunopathology.

BTN 103 Introduction to Biotechnology and Laboratory Rotation I (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102
This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, applications, and basic laboratory skills, including preparation of buffers, sterile technique, centrifugation, spectrophotometry, autoclaving, and equipment maintenance.

BTN 104 Biotechnology Laboratory Rotation II (3-3-4)
Offered Spring Semester
Prerequisites: BIO 101, BTN 103
This course is a study of cell culture techniques, with laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, and preservation of both animal and plant cell cultures. Students will be required to maintain a cell line for the duration of the course.

BTN 251 Biotechnology Laboratory Rotation III (0-6-2)
Offered Spring Semester
Prerequisites: BIO 101, BTN 103
Co-requisite: BIO 250 (required)
This course emphasizes molecular biology and protein chemistry techniques: nucleic acid and protein purification; electrophoresis; Northern, Western, and Southern hybridization; RFLP; plasmid purification; PCR; DNA sequencing; and cloning.

BTN 261 Biotechnology Laboratory Rotation IV (0-6-2)
Offered Fall Semester
Prerequisites: BIO 101, BTN 103
Co-requisite: BIO 260 (required)
This course involves immunoprecipitation assays, immunoblotting, and ELISAs. Additional protein chemistry techniques include spectrophotometry and chromatography (ion exchange, affinity, and HPLC chromatography).

BTN 270 Research Internship (0-12-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: Permission of Instructor and BIO 250, BIO 260, BTN 103, BTN 104, BTN 251, BTN 261
This course provides an internship in which students work in a biotechnology laboratory. The academic and technical competencies learned in the classroom will be applied to real world problems and employability skills will be honed. All students are required to undertake one Research Internship. The training of student interns will be determined by the host mentor and Biotechnology program coordinator in a written agreement. The hours a student works in the company are recorded and the student presents a detailed written project upon completion of the internship. Grades will be assigned by program faculty, based on evaluations by the mentor.

BUS 110 Entrepreneurship (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is an introduction to the process of starting a small business, including forms of ownership and management.

BUS 121 Business Law I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101 or ENG 165
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 136 Compensation and Benefits Analysis (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: CPT 101, ENG 101, MGT 201, MGT 270
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering, and controlling compensation and benefits systems within the organization.

BUS 220 Business Ethics (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

BUS 230 Purchasing (3-0-3)
Offered Fall Semester
Prerequisite: MMT 101
This course is a study of the concepts and techniques involved in the efficient acquisition and management of purchased goods in business and/or industrial firms.

BUS 250 Introduction to International Business (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ENG 101, MAT 101 or MAT 155, MGT 101 or MGT 120, MKT 101
This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

BUS 270 SWCE in Business (0-12-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: Enrollment into this course will be determined on an individual case basis.
This course includes the integration of business skills within an approved work site related to business and industry. (See advisor and/or Management Department Head regarding enrollment into this course.)

CET 103 Construction Surveying (1-3-2)
Offered Spring Semester
Prerequisite: MAT 102
This course is an introduction to surveying as used in the construction industry, building and site layout, establishing elevations, and setting batter boards, as well as other related topics.

CET 115 Mechanical & Electrical Systems (1-3-2)
Offered Fall Semester
Prerequisites: AET 101, AET 103
This course is a study of mechanical and electrical design criteria for residential and light commercial structures.

CET 120 Construction Materials (2-3-3)
Offered Fall and Spring Semesters
This course includes a study of basic materials used in construction, including research of building product specifications, as included in construction methods.

CET 125 Fundamentals of Building Construction (2-0-2)
Offered Fall, Spring, and Summer Semesters
This course covers an overview of building construction and its related fundamental process and documentation procedures.

CET 135 Construction Contracts (2-0-2)
Offered Fall, Spring, and Summer Semesters
This course covers construction contracts; owner, engineer, contractor relations and responsibilities; contract performance requirements; bidding procedures; format; and interpretation of specifications.

CET 200 Residential Contractors and Construction Management Exam Prep (1-0-1)
Offered Spring Semester
Prerequisites: CET 112, CET 110
This course is the study of both the SC Residential Contractors Exam and the Residential Contractors Construction Management Exam.

CET 220 Concrete and Steel Design (1-6-3)
Offered Spring Semester
Prerequisite: EGR 194
This course covers the study of reinforced concrete and steel structural components.

CET 223 Green Building Science (2-3-3)
Offered Summer Semester
Prerequisites: AET 101, AET 103, CET 115, CET 120, CPT 101
This course will introduce the "Whole Building Approach" for green/sustainable quality assurance systems, such as LEED, LEED for Homes, EarthCraft, and BPI, based upon current standards. Students will be prepared to sit for the BPI "Envelope Professional" Certification exam.

CET 232 Construction Estimating I (3-3-4)
Offered Fall Semester
Prerequisites: AET 101, AET 103, CET 103
Co-requisite: CET 234
This course covers the basic methods of estimating residential, commercial and industrial projects and the units of measure used for different building construction materials and processes.

CET 234 Construction Estimating II (3-3-4)
Offered Fall Semester
Prerequisites: AET 101, AET 103, CET 103
Co-requisite: CET 232
This course covers advanced methods of estimating residential, commercial and industrial projects, including some construction scheduling and labor estimating; also included is construction management.

CET 236 Computerized Construction Estimating (3-3-4)
Offered Spring Semester
Prerequisites: CET 115, CET 232, CET 234
Co-requisites: CET 238, CET 254
This course covers the application of computerized construction estimating procedures. Timberline estimating software is used.

CET 238 Construction Planning & Scheduling (1-3-2)
Offered Spring Semester
Prerequisites: CET 115, CET 232, CET 234
Co-requisites: CET 236, CET 254
This course covers the decision-making process involved in organizing the labor, materials, and equipment for a construction project.

CET 245 Cost Estimating (1-6-3)
Offered Spring Semester
Prerequisite: CET 236
This course includes a study of project cost and scheduling through the use of proven construction estimating techniques.

CET 254 Construction Senior Project (3-6-5)
Offered Spring Semester
Prerequisites: CET 115, CET 232, CET 234
Co-requisites: CET 236, CET 238
In this course the student is issued a complete set of contract documents and is expected to compile a complete estimate for the project, including construction time schedule and total dollar allocation for materials, equipment and labor associated with the project.

CHM 100 Introductory Chemistry (Non-Degree Credit) (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 101
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques.

CHM 105 General Organic & Biochemistry (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CHM 100 or CHM 110
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry, and biochemistry.

CHM 106 Contemporary Chemistry I (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: MAT 102
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids and bases. Laboratory sections emphasize applications of basic techniques and supplement lecture topics.

CHM 110 College Chemistry I (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisites: MAT 109 or MAT 110, and CHM 100 (or completion of high school chemistry with a grade of "C" or higher)
This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, equilibria, and nuclear chemistry.

CHM 111 College Chemistry II (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: CHM 110
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, electrochemistry, inorganic chemistry and an introduction to organic chemistry.

CHM 211 Organic Chemistry I (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: CHM 111
This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.

CHM 212 Organic Chemistry II (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: CHM 211
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry and spectroscopy.

CHM 213 Principles of Biochemistry (3-0-3)
Offered Spring Semester
Prerequisite: CHM 211
This course is the study of the major biochemical processes, including those related to proteins, enzymes, nucleic acids, DNA replication and transcription, carbohydrates, lipids and their associated pathways and significance.

CHM 227 Forensic Science Chemistry (3-3-4)
Offered as demand requires
Prerequisites: MAT 102 and CRJ 202 or permission of instructor.
This course is a forensic science laboratory course that covers analytical methods used every day by forensic scientists. An emphasis is placed on microscopy, including basic optics and the analysis of biological, chemical and trace evidence samples.

COL 101 College Orientation (1-0-1)
Offered Fall and Spring Semesters
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 103 College Skills (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement in RDG 100 or higher
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

COL 105 Freshman Seminar (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

COL 108 Basic Graphing Calculator Skills (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 032 or satisfactory placement
This course includes the following topics: understand the menus, use basic arithmetic functions, solve equations, explore and evaluate functions, draw on a graph, use geometry features, use basic probability and statistics functions, set up matrices, link calculators, use applications and fix error. This course is designed to acquaint students with features of the required calculators for transferable math courses and should be taken just prior to enrollment in, or concurrent with, one of those courses. Separate sections will be offered for courses utilizing the TI 83/84 and the TI 89.

COL 111 E-Learning Success (1-0-1)
Offered Fall, Spring, and Summer Semesters
This course provides an introduction to the online learning management system, basic computer skills, information literacy, time management skills, and learning resources to enhance student success in an electronic learning environment.

COS 101 Fundamentals of Cosmetology (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
This is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

COS 106 Facials and Makeup (1-6-3)
Offered Fall and Summer Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108 Nail Care (1-6-3)
Offered Fall and Summer Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 112 Shampoo and Rinses (2-6-4)
Offered Spring and Summer Semesters
Prerequisites: COS 114, COS 116, COS 206, COS 210
This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114 Hair Shaping (1-9-4)
Offered Fall and Spring Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
Co-requisites: COS 101, COS 116, COS 206, COS 210
This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

COS 116 Hair Styling I (1-9-4)
Offered Fall and Spring Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
Co-requisites: COS 101, COS 116, COS 206, COS 210
This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

COS 131 Bacteria and Other Infectious Agents (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 132, COS 133, COS 135, COS 136, COS 137, COS 224
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

COS 132 Science of Nail Technology (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 131, COS 133, COS 135, COS 136, COS 137, COS 224
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.

COS 133 Basic Procedures (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 131, COS 132, COS 135, COS 136, COS 137, COS 224
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.

COS 135 The Business of Nail Technology (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 131, COS 132, COS 133, COS 136, COS 137, COS 224
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.

COS 136 Fundamentals of Artificial Nail Application (4-0-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 131, COS 132, COS 133, COS 135, COS 137, COS 224
This is an introductory course in the fundamentals of gel/powder, acrylic, sculpturing, repairs, maintenance, nail wraps and tip application.

COS 137 Fundamentals of Nail Art (0-3-1)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 131, COS 132, COS 133, COS 135, COS 136, COS 224
This course is an introduction to the basic techniques used in nail art design.

COS 151 Dermatology (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 152, COS 153, COS 156 (required)
This course is the study of the structure, functions, conditions and disorders of the skin.

COS 152 Hygiene and Sanitation (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 151, COS 153, COS 156 (required)
This course is a study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.

COS 153 Structure and Function of Human Systems I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 151, COS 152, COS 156 (required)
This course is a basic study of the structure and function of the major systems of the human body.

COS 154 Structure and Function of Human Systems II (2-6-4)
(For Cosmetology Students)
Offered Spring and Summer Semesters
Prerequisites: COS 114, COS 116, COS 206, COS 210
This course is a study of skeletal, muscular, nervous, circulatory, and cosmetic chemistry as it relates to the human system.

COS 156 Fundamentals of Massage (1-3-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 151, COS 152, COS 153 (required)
This is an introductory course in the theory, preparation, manipulations, and safety measures of massage.

COS 158 Facial Treatments (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: COS 151, COS 152, COS 153, COS 156
Co-requisites: COS 162, COS 164, COS 165, COS 160 (required)
This is an introductory course in the procedures for various skin treatments and safety.

COS 160 Electric Current Facial Treatment (0-3-1)
Offered Spring and Summer Semesters
Prerequisites: COS 151, COS 152, COS 153, COS 156
Co-requisites: COS 162, COS 164, COS 165 (required)
This course introduces types of current, purpose, procedures, safety, and equipment used in facial treatments.

COS 162 Hair Removal (1-0-1)
Offered Fall and Spring Semesters
Prerequisites: COS 151, COS 152, COS 153, COS 156
Co-requisites: COS 160, COS 164, COS 165 (required)
This course is a study of methods, procedures, and safety used during hair removal services.

COS 164 Basic Makeup and Application (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: COS 151, COS 152, COS 153, COS 156
Co-requisites: COS 160, COS 162, COS 165 (required)
This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

COS 165 Business Practice (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: COS 151, COS 152, COS 153, COS 156
Co-requisites: COS 160, COS 162, COS 164 (required)
This course covers basic salon business practices, including rules, regulations, and codes governing the practice of skin care.

COS 201 Salon Management (1-6-3)
Offered Fall, Spring, and Summer Semesters
Co-requisites: ENG 165, MAT 155, PSY 103
This course is a study of salon management, including rules, regulations, and codes governing the practice of cosmetology.

COS 206 Chemical Hair Waving (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
Co-requisites: COS 101, COS 114, COS 116, COS 210
This course is a study of methods of permanently waving the hair, including product, chemistry, and safety.

COS 210 Hair Coloring (0-10-3)
Offered Fall and Spring Semesters
Prerequisites: COS 201, ENG 165, MAT 155, PSY 103
Co-requisites: COS 101, COS 114, COS 116, COS 210
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

COS 220 Cosmetology Clinical Practice I (0-10-3)
Offered Spring and Summer Semesters
Prerequisites: COS 114, COS 116, COS 201, COS 206, COS 210
This course is an integration of cosmetology skills in a simulated salon environment.

COS 221 Facial Practice I (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into RDG 100
This course is an integration of massage and facial skills in a simulated salon environment.

COS 222 Cosmetology Clinical Practice II (0-10-3)
Offered Fall and Summer Semesters
Prerequisites: COS 114, COS 116, COS 201, COS 206, COS 210
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

COS 223 Facial Practice II (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: COS 221
This course provides for the integration of corrective and preservative facials, massage, and makeup application skills in a simulated salon environment.

COS 224 Nail Practice I (4-0-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisites: COS 131, COS 132, COS 133, COS 135, COS 136, COS 137
This course is designed as a clinical course specifically for nail technology.

COS 232 Cosmetology State Board Preparation (1-6-3)
Offered Spring and Summer Semesters
Prerequisites: COS 114, COS 116, COS 154, COS 220
Co-requisite: COS 222 (required)
This course offers a review of curriculum and performance-based demonstrations in preparation for the State Cosmetology License Exam. Topics will address relevant concepts in science, hair care, nail care, and skin care.

CPT 101 Introduction to Computers (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: Placement into MAT 101 or MAT 155 or MAT 170 or higher and placement into RDG 100
This course covers basic computer history, theory and applications, including word processing, spreadsheets, data bases and the operating system. **Note**: *MSOFFICE is used.*

CPT 109 Word Processing II (1-0-1)
Offered Fall Semester through the Buck Mickel Center.
This Windows-based course covers advanced editing and formatting functions, headers and footers, columns and tables, merge and sort functions.

CPT 113 Information Systems (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into MAT 032 and placement into RDG 100
This course is an introduction of the principles and technologies used in modern management information systems. *Offered online only.*

CPT 117 Introduction to Online Learning (1-0-1)
Offered Fall, Spring, and Summer Semesters
This course will familiarize students with the online learning environment. Topics will include using course management tools, conducting online research effectively, and troubleshooting technical problems. ***Note:*** *This course is intended for the individual who plans to use an on-line learning environment for education and training*.

CPT 155 Presentation Graphics II (1-0-1)
Offered Fall Semester through the Buck Mickel Center
This course is an introduction to the design and production of Windows-based multimedia presentation graphics.

CPT 157 Spreadsheet II (1-0-1)
Offered Fall Semester through the Buck Mickel Center
This Windows-based course includes construction of graphs and charts, management of the worksheet display, addition of graphic elements, and performance of worksheet analysis.

CPT 186 Visual Basic.Net I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: CPT 101 or CPT 113, MAT 102 or higher
This course introduces the student to development of Visual Basic Windows applications using the Microsoft.Net framework.

CPT 187 Object-Oriented Logic & Design (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: CPT 101 or CPT 113, MAT 102 or higher
This is a study in the planning and implementation of object-oriented programs. This course focuses on the fundamental concepts of designing and coding programs using an object-oriented language.

CPT 209 Computer Systems Management (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into MAT 101 or higher
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting.

CPT 234 C Programming I (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: EGR 269 or CPT 101 or CPT 113
This introductory course in C programming emphasizes the designing, coding, testing and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays, and simple pointers.

CPT 236 Introduction to JAVA Programming (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 186 or CPT 187
This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets.

CPT 237 Advanced JAVA Programming (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 236, MAT 109 or MAT 110 or higher
This course is a study of advanced topics of the JAVA programming language by building on a basic knowledge of the JAVA language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the JAVABEAN component model, network programming and server-side programming.

CPT 238 Internet Scripting (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 186 and IST 237
This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting languages programming as well as introducing topics related to server-side scripting.

CPT 239 Active Server Pages (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 186 and IST 237
This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts and examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.

CPT 257 Operating Systems (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into MAT 101
This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems.

CPT 264 Systems & Procedures (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 186 and IST 272
Co-requisite: SPC 205
This course covers the techniques of system analysis, design, development and implementation.

CPT 267 Technical Support Concepts (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: CPT 209, CPT 257
This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

CPT 270 Advanced Microcomputer Applications (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CPT 101 (must be completed within the past five years or validated via examination)
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. **Note:** *MSOFFICE is used.*

CPT 275 Computer Technology Senior Project (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 264, CPT 286, IST 278, SPC 205, MAT 109 or MAT 110 or higher
This course includes the design, development, testing and implementation of an instructor-approved project.

CPT 280 SCWE in Computer Technology (0-12-3)
Prerequisite: Departmental Approval
This course integrates computer technology skills within an approved work site related to the computer industry.

CPT 286 Visual Basic.Net II (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 186
This course is a study of advanced techniques for Visual Basic programming using the Microsoft.Net framework.

CRJ 101 Introduction to Criminal Justice (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. Also, includes historical and sociological introduction.

CRJ 115 Criminal Law I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

CRJ 125 Criminology (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

CRJ 201 Fingerprint Science (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CRJ 101
This course includes a basic, practical approach to fingerprint classification, identification, and filing systems for the police officer, investigator, or beginning fingerprint technician.

CRJ 202 Criminalistics (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers an introduction to investigative techniques that stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations.

CRJ 203 Forensic Photography (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CRJ 101
This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations.

CRJ 210 The Juvenile and the Law (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective. Course also includes criminological perspective.

CRJ 224 Police Community Relations (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. Also, includes police administration and structure topics.

CRJ 230 Criminal Investigation I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

CRJ 235 Practical Crime Scene Investigations (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CRJ 101
This course offers practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

CRJ 236 Criminal Evidence (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 237 Defensive Tactics for Law Enforcement (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CRJ 101
This course provides a practical, hands-on instruction in methodology and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops.

CRJ 238 Industrial & Retail Security (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CRJ 101
This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft and industrial espionage. The proper use of security hardware such as alarm systems, CCTV and fencing also are studied in the course.

CRJ 242 Correctional Systems (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CRJ 101
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release.

CRJ 244 Probation, Pardon and Parole (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CRJ 101
This course is a study of the development, organization, operation and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CWE 101 Cooperative Work Experience Preparation (1-0-1)
This course includes preparation for cooperative work experience. Topics include career planning, resume writing techniques, interviewing techniques, and job maintenance skills.

CWE 111-268 Cooperative Work Experience I-IX (1-8 SHC)
These courses include cooperative work experience in an approved setting.

DAT 115 Ethics & Professionalism (1-0-1)
Offered Fall Semester
Prerequisite: Acceptance into the Dental Assisting or Dental Aide program
This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The State Dental Practice Act is reviewed. (Available to Dental Hygiene students as an elective course. This course is only offered Online.)

DAT 121 Dental Health Education (1-3-2)
Offered Spring Semester
Prerequisite: DAT 154
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention and principles of nutrition in relationship to oral health and preventive dentistry.

DAT 122 Dental Office Management (1-3-2)
Offered Spring Semester
Prerequisites: DAT 154, DHG 125
This course provides a study of the business aspect of a dental office and dental computer software.

DAT 123 Oral Medicine/Oral Biology (3-0-3)
Offered Spring Semester
Prerequisites: DAT 154, DHG 125
Co-requisite: DAT 174 (required)
This course presents a basic study of oral pathology, pharmacology, nutrition and common emergencies as related to the role of the dental assistant.

DAT 154 Clinical Procedures I (2-6-4)
Offered Fall Semester
Prerequisite: Acceptance into the Dental Assisting or Dental Aide program. (Infection Control Online component must be completed prior to course start date.)
Co-requisites: DHG 125, DHG 244 (required)
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant's role in dental instrumentation.

DAT 160 Expanded Duties/Specialties (1-3-2)
Offered Fall Semester
Prerequisites: Acceptance into the Dental Assisting program and DAT 154, DHG 125, DHG 244
Co-requisites: DAT 174 (recommended), DHG 121 (required)
This course provides practical experience in performing the expanded duties designated by the SC State Board of Dentistry for Expanded Duty Dental Assistants. In addition, the course covers an overview of dental specialties.

DAT 174 Office Rotations (0-12-4)
Offered Spring Semester
Prerequisites: DAT 115, DAT 154, DHG 125, DHG 244
Co-requisites: DAT 122, DHG 121
This is an introductory course to a general office with emphasis placed on chairside assisting and office management.

DAT 177 Dental Office Experience (2-15-7)
Offered Summer Semester
Prerequisites: DAT 122, DAT 123, DAT 160, DAT 174, DHG 121
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

DHG 115 Medical & Dental Emergencies (2-0-2)
Offered Fall Semester
Prerequisite: Completion of Phase I courses and admittance to Dental Hygiene Phase II.
This course provides a study of the various medical/dental emergencies and appropriate treatment measures. Additionally, it includes managing medically compromised dental patients and provides for CPR certification.

DHG 121 Dental Radiography (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: Acceptance to Dental Hygiene or Dental Assisting Program
Pre- or co-requisite: DHG 125 (required)
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.

DHG 125 Tooth Morphology & Histology (1-3-2)
Offered Fall Semester
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.

DHG 140 General & Oral Pathology (1-3-2)
Offered Spring Semester
Prerequisites: AHS 113, DHG 121, DHG 125, DHG 161
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck are discussed.

DHG 141 Periodontology (2-0-2)
Offered Summer Semester
Prerequisites: DHG 140, DHG 143, DHG 165, DHG 239, DHG 244
Co-requisite: DHG 175 (required)
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

DHG 143 Dental Pharmacology (2-0-2)
Offered Spring Semester
Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161
Co-requisites: DHG 140, DHG 165, DHG 239, DHG 244 (required)
This course provides a study of drugs used in dentistry. Emphasis is placed on the physical and chemical properties of the drugs, dosages and therapeutic effects, methods of administration and indications/contraindications for the use of the drug. A study of dental anesthetics is included.

DHG 161 Clinical DHG I Foundations (2-6-4)
Offered Fall Semester
Prerequisites: BIO 211, BIO 225, CHM 105 and acceptance to Phase II based on weighted admissions criteria
Co-requisites: AHS 113, DHG 115 (required), DHG 121, DHG 125 (recommended)
This course completes the basic instrumentation instruction; introduces polishing and anticaries therapies; presents periodontal health assessment and introduces the clinical setting for application of dental hygiene skills for patient care.

DHG 165 Clinical Dental Hygiene I (2-9-5)
Offered Spring Semester
Prerequisites: AHS 113, DHG 115, DHG 121, DHG 125, DHG 161
Co-requisites: DHG 239, DHG 244 (required)
This is an introduction course to the clinical setting for application of dental hygiene skills for patient care.

DHG 175 Clinical Dental Hygiene II (2-9-5)
Offered Summer Semester
Prerequisite: DHG 165
This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

DHG 232 Community Oral Health Outreach (1-3-2)
Offered Fall Semester
Prerequisites: DHG 161, DHG 165
Pre- or co-requisite: DHG 175 or DHG 255 (required)
This course provides a study of literature reviews, analysis of oral health needs, epidemiology, and prevention of oral diseases including assessment of community needs, project planning, implementation, and evaluation. Emphasis will be placed on setting-up on-going community based projects/programs to facilitate a "serving to learn" philosophy and enhancing access to oral health care for diverse populations.

DHG 239 Dental Assisting for DHGs (1-3-2)
Offered Spring Semester
Co-requisite: DHG 244 (required)
This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

DHG 241 Integrated Dental Hygiene I (0-3-1)
Offered Fall Semester
Prerequisites: Completion of Phase I courses and admittance to Dental Hygiene Phase II; and AHS 113, DHG 115
Pre- or Co-requisite: DHG 143
This course provides for the integration of the basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

DHG 242 Integrated Dental Hygiene II (0-3-1)
Offered Fall and Spring Semesters
Prerequisite: DHG 255
Co-requisite: DHG 265 (required)
This course provides for the integration of the basic and dental sciences with current dental hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and practice management techniques.

DHG 244 Dental Materials (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: Acceptance into Dental Assisting or Dental Hygiene program
Co-requisites: For Dental Assisting: DHG 125, DAT 154; for Dental Hygiene: DHG 165, DHG 239
This course is a study of the physical and chemical properties, identification, characteristics and manipulation of dental materials.

DHG 255 Clinical Dental Hygiene III (1-12-5)
Offered Fall Semester
Prerequisite: DHG 175
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.

DHG 265 Clinical Dental Hygiene IV (1-12-5)
Offered Spring Semester
Prerequisite: DHG 255
Co-requisite: DHG 242
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.

DHM 105 Diesel Engines I (2-3-3)
Offered Spring Semester
This course covers the basic study of diesel engine design and operating principles.

DHM 107 Diesel Equipment, Service & Diagnosis (2-3-3)
Offered Fall Semester
This course is a study of all heavy vehicle systems with emphasis on preventive maintenance, problem diagnosis and repair procedures.

DHM 125 Diesel Fuel Systems (2-3-3)
Offered Spring Semester
This course is a basic study of diesel engine fuel systems to include pumps, governors and injectors.

DHM 155 Power Trains (2-3-3)
Offered Fall Semester
This course covers the theory and repair of transmission drive shafts and differentials.

DHM 173 Electrical Systems I (2-3-3)
Offered Fall Semester
This course is a study of basic electrical theory as applied to truck and heavy equipment batteries, starters, and alternators.

DHM 205 Diesel Engines II (2-3-3)
Offered Spring Semester
Prerequisite: DHM 105
This course covers the practical application of diesel engine repair, including engine disassembly, unit repair, reassembly, and testing.

DHM 225 Electronic Fuel Systems (2-3-3)
Offered Summer Semester
Prerequisite: DHM 125
This course covers the theory and practical application of electronic fuel power systems.

DHM 231 Diesel Air Conditioning (1-3-2)
Offered Summer Semester
This course is a study of air conditioning theory, maintenance, troubleshooting and repair procedures.

DHM 251 Suspension & Steering (2-3-3)
Offered Summer Semester
This course is a study of steering systems, suspension systems, and basic front-end alignment techniques.

DHM 255 Air Brake Systems (2-3-3)
Offered Spring Semester
This course is a study of air compressors, valves, electrical controls and brake designs as applicable to modern trucks.

DHM 273 Electrical Systems II (2-3-3)
Offered Fall Semester
Prerequisite: DHM 173
This course covers advanced electrical/electronic controls for diesel trucks and heavy equipment. Troubleshooting and repair techniques are included.

DMS 100 Patient Care for Sonography (1-3-2)
Offered Fall Semester
Prerequisite: ENG 101
This course is a study of the techniques of proper patient care, including communication, patient assessment, infection control, patient confidentiality, cultural diversity, body mechanics, and other skills required within a sonographic lab.

DMS 101 Ultrasound Physics and Instrumentation I (2-0-2)
Offered Fall Semester
Prerequisite: MAT 109 or MAT 110 or higher
This course is a study of fundamental principles of acoustic physics including sound waves, sound wave propagation, sound wave interactions, image production, ultrasound transducers, transducer arrays, transducer operation, imaging modes, and biological effects.

DMS 102 Ultrasound Physics and Instrumentation II (3-0-3)
Offered Spring Semester
Prerequisite: DMS 101
This course is an advanced study of the fundamental principles of acoustic physics and ultrasound instrumentation to include a discussion of the major components of the ultrasound system, Doppler, spectral analysis, color-flow Doppler, color Doppler energy, ultrasound artifacts, quality assurance, and new technology.

DMS 105 Sonographic Anatomy of the Abdomen (3-3-4)
Offered Fall Semester
This course is a study of the abdominal structures with emphasis on sonographic imaging methods and procedures.

DMS 116 Abdominal Ultrasound (3-3-4)
Offered Spring Semester
Prerequisite: DMS 105
This course is an in-depth study of abdominal ultrasound including anatomy, physiology, and pathology. The sonographic appearance of normal anatomical structures and the more common abnormalities affecting the abdomen are also discussed.

DMS 117 Gynecology (2-0-2)
Offered Fall Semester
This course is the study of anatomy, physiology, and pathology of the female reproductive system with emphasis on sonographic imaging methods and procedures.

DMS 119 Embryology and First Trimester Ultrasound (2-0-2)
Offered Spring Semester
Prerequisite: DMS 117
This course is the study of anatomy, physiology, and pathology associated with first trimester ultrasound, including an in-depth study of the reproductive process with emphasis on sonographic imaging methods and procedures.

DMS 124 OB/GYN Sonography II (2-0-2)
Offered Fall Semester
Prerequisite: DMS 119
This course is an advanced study of the gynecological pathologic processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

DMS 130 Selected Topics in Sonography (2-0-2)
Offered Fall Semester
Prerequisite: DMS 116
This course is a study of thyroid, breast, testicular and other superficial structures of the body by ultrasound with emphasis on anatomy, physiology and pathological conditions associated with these organs.

DMS 164 Introduction to Clinical Education (0-6-2)
Offered Fall Semester
This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

DMS 165 Clinical Education II (0-24-8)
Offered Spring Semester
Prerequisite: DMS 164
This course is a supervised clinical experience and practice designed to continue the student's development of ultrasound scanning skills and techniques.

DMS 166 Advanced Clinical Education (0-21-7)
Offered Summer Semester
Prerequisite: DMS 165
This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques.

DMS 167 Imaging Practicum (0-24-8)
Offered Fall Semester
Prerequisite: DMS 166
This course is supervised clinical experience and practice designed to continue and advance the student's ultrasound scanning skills and techniques. This clinical course also provides an opportunity for students to explore advancements in Sonography.

DMS 200 Seminars in Sonography (2-0-2)
Offered Summer Semester
Prerequisite: DMS 101
This course is an in-depth review of ultrasound physics, anatomy, physiology, and pathology and provides test preparation for the national certification exams. Emphasis is placed on the interpretation of clinical tests and scanning techniques relative to the development of a differential diagnosis.

ECD 101 Introduction to Early Childhood (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 102 Growth and Development I (2-3-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

ECD 105 Guidance-Classroom Management (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, pro-active approach is stressed in the course.

ECD 107 Exceptional Children (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108 Family and Community Relations (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 100
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

ECD 109 Administration and Supervision (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: Placement into ENG 100
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff and parents.

ECD 131 Language Arts (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.

ECD 132 Creative Experiences (2-3-3)
Offered Spring Semester
Prerequisite: Placement into ENG 100
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.

ECD 133 Science and Math Concepts (2-3-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECD 135 Health, Safety and Nutrition (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.

ECD 200 Curriculum Issues in Infant and Toddler Development (2-3-3)
Offered Spring Semester
Prerequisite: ECD 102
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

ECD 201 Principles of Ethics and Leadership in Early Care and Education (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues and the community and society.

ECD 203 Growth and Development II (2-3-3)
Offered Spring Semester
Prerequisite: Placement into ENG 100
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)
Offered Spring Semester
Prerequisites: ECD 101, ECD 102
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

ECD 207 Inclusive Care for Infants and Toddlers (3-0-3)
Offered Summer Semester
Prerequisites: ECD 101, ECD 102
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

ECD 210 Early Childhood Intervention (3-0-3)
Offered Summer Semester
Prerequisite: ECD 107
This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive and social approaches to instruction.

ECD 237 Methods and Materials (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243 Supervised Field Experience I (1-6-3)
Offered Summer Semester
Prerequisites: ECD 131, ECD 132, ECD 133
This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.

ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)
Offered Summer Semester
Prerequisites: ECD 102, ECD 200
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

ECD 252 Diversity Issues in Early Care and Education (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 100
This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

ECD 254 Facilitation and Environmental Management for Early Childhood Special Education (3-0-3)
Offered Summer Semester
Prerequisites: ECD 101, ECD 107
This course is a study of how the environment for infants, toddlers, preschoolers, and young children with special needs can be manipulated to enhance their development, social needs, and expression of creativity and independence.

ECD 257 Supervised Field Experience in Early Childhood Special Education (1-6-3)
Offered Summer Semester
Prerequisite: ECD 260
This course includes a supervised field experience in a team environment by certified/licensed professionals who monitor and evaluate students' skills in order to work with children who are developmentally delayed.

ECD 259 Behavior Management for Special Needs (3-0-3)
Offered Spring Semester
Prerequisites: ECD 101, ECD 107
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.

ECD 260 Methods of Teaching Special Needs Students (3-0-3)
Offered Spring Semester
Prerequisites: ECD 101, ECD 107
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

ECE 205 Electrical and Computer Lab I (2-3-3)
Offered Spring Semester
Prerequisites: ECE 211, ECE 221
Co-requisite: ECE 222
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.

ECE 211 Introduction to Computer Engineering I (3-0-3)
Offered Spring Semester
Prerequisite: MAT 140
This course covers digital systems and employs basic mathematical techniques used in the design of conventional and sequential systems.

ECE 212 Introduction to Computer Engineering II (3-0-3)
Offered Summer Semester
Prerequisite: ECE 211
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

ECE 221 Introduction to Electrical Engineering I (3-0-3)
Offered Fall Semester
Prerequisite: MAT 141
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first- and second-order linear circuits in the time domain using calculus-based solutions where applicable.

ECE 222 Introduction to Electrical Engineering II (3-0-3)
Offered Spring Semester
Prerequisite: ECE 221
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.

ECO 105 Introduction to Economic Principles (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: MAT 101 or MAT 155 and placement into ENG 101
This course is a study of basic micro-macro economic concepts, including economic problems and decisions. Topics include the free enterprise and other economic systems.

ECO 210 Macroeconomics (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisites: MAT 102 and placement into ENG 101
This course includes the study of the fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

ECO 211 Microeconomics (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisites: MAT 102 and placement into ENG 101
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/output in different market structures, pricing of resources, regulation and comparative advantage and trade.

EDU 101 Introduction to Education (3-0-3)
This course is a study of the history, philosophical development, organization and practices of elementary and middle school education.

EDU 213 Instructional Development (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Instructor permission required
This course covers teaching methods, practices, and techniques for vocational-technical education.

EDU 230 Schools in Communities (4-0-4)
Offered Spring Semester
Prerequisite: ENG 101
This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.

EEM 105 Basic Electricity (1-3-2)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
This course is a survey of basic electrical principles, circuits and measurements.

EEM 117 AC/DC Circuits I (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
Pre- or Co-requisite: MAT 155 or MAT 170 or higher
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 118 AC/DC Circuits II (3-3-4)
Offered Spring Semester
Prerequisites: EEM 117, MAT 155 or higher
This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

EEM 140 National Electrical Code (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association (NFPA).

EEM 151 Motor Controls I (2-6-4)
Offered Fall, Spring, and Summer Semesters
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

EEM 165 Residential/Commercial Wiring (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 166 Commercial/Industrial Wiring (3-3-4)
This course is a study of wiring methods and practices used in commercial and industrial applications.

EEM 201 Electronic Devices I (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EEM 117
This course is a study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

EEM 215 DC/AC Machines (1-6-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of applications, operations and construction of DC and AC machines.

EEM 221 DC/AC Drives (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EEM 117
This course covers the principles of operation and application of DC drives and AC drives.

EEM 230 Digital Electronics (3-3-4)
Offered Spring Semester
Prerequisite: EEM 117
This course is a study of logic, mathematics, components and circuits utilized in digital equipment.

EEM 251 Programmable Controllers (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: EEM 117, CPT 101 or EGR 130
This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

EEM 252 Programmable Controller Applications (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EEM 251
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.

EEM 271 Sensors and System Interfacing (1-3-2)
Offered Spring Semester
Prerequisites: EEM 117, and CPT 101 or EGR 130
This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task.

EEM 274 Technical/Systems Troubleshooting (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisites: EEM 151, EEM 252
This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

EET 101 Basic Electronics (1-3-2)
Offered Fall, Spring, and Summer Semesters
This course is a survey of electrical and electronic circuits and measurement methods for non-electronics engineering technology students. Circuits are constructed and tested.

EET 102 Introduction to Data Acquisition (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: EGR 130 and EET 111 or AUT 132 or PHY 202 or PHY 222
This course is the study of the basics of acquiring test and measurement data from equipment through the use of specialized computer software and instrumentation hardware, including transducers, analog/digital converters, and data logging.

EET 111 DC Circuits (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: Placement into RDG 100
Co-requisite: MAT 101
This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's Laws and circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 112 AC Circuits (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EET 111
This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 131 Active Devices (3-3-4)
Offered Spring and Summer Semesters
Prerequisite: EET 112
This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested.

EET 141 Electronic Circuits (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: EET 131
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.

EET 145 Digital Circuits (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 110
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested.

EET 149 Digital Electronics (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EET 101
This course is a study of fundamentals of logic theory and circuits. Circuits are analyzed mathematically and tested using electronic instruments.

EET 172 Electronic Drafting (1-3-2)
Offered Fall, Spring, and Summer Semesters
This course provides students with entry level experience with drafting software used to create electronic schematics and wiring diagrams.

EET 227 Electrical Machinery (2-3-3)
Offered Summer Semester
Prerequisite: EET 112 (or PHY 202 or PHY 222 with department head approval)
This course is a study of AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

EET 233 Control Systems (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EET 227
This course is a study of open and closed loop control system operations, elements, and applications. Various industrial model programmable logic controllers are used to simulate application to flexible manufacturing systems.

EET 235 Programmable Controllers (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: EET 251
This course is a study of relay logic, ladder diagrams, theory of operation and applications. Loading ladder diagrams, debugging and troubleshooting techniques are applied to programmable controllers.

EET 243 Data Communications (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EET 251
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and de-multiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

EET 251 Microprocessor Fundamentals (3-3-4)
Offered Spring and Summer Semesters
Prerequisite: EET 145
This course is a study of binary numbers; microprocessor operations, architecture, instruction sets and interfacing with operating systems; and applications in control, data acquisition, data reduction and analysis. Programs are written and tested.

EET 273 Electronics Senior Project (0-3-1)
Offered Fall and Spring Semesters
Prerequisites: EET 141 and permission of department head
This course includes the construction and testing of an instructor-approved project. This is an opportunity for the student to do a self-paced independent research, design, and construction of a project of the individual's choice. A written report is required.

EGR 102 Introduction to Industrial/Engineering Careers (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into RDG 100 and MAT 101
Co-requisite: COL 103
This course is an overview of a variety of technical careers in the industrial and engineering technologies and the technical skills required for each. Students will evaluate different career paths through courses, guest speakers, and site visits. Students will also assess their aptitude and abilities through standardized tests to choose a technology major that best fits their ability and personal goals.

EGR 130 Engineering Technology Applications and Programming (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102
Co-requisite: RDG 100
This course covers the development and use of computer programs to solve engineering technology problems, including spreadsheets, databases, word processing and operating systems. Analytical problem solving using calculators and computers as preparation for physics and statics courses is also covered.

EGR 170 Engineering Materials (2-3-3)
Offered Fall and Spring Semesters
Co-requisites: ENG 101 and MAT 102 or suitable math placement
This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. The mechanical properties and the classification systems of metals, ceramics, plastics and composites are covered. Studies start with the forces that bind atoms together and proceed up through crystal structure to macroscopic properties. Includes techniques for improving the strength of materials, with heavy emphasis on the heat treatment of steel.

EGR 175 Manufacturing Processes (2-4-3)
Offered Spring and Summer Semesters
Pre- or Co-requisites: ENG 101, and MAT 110 or MAT 178 (prerequisite preferred)
Co-requisite: EGR 275 or EGT 152 or other department head approved CAD course
This course includes the processes, alternatives, and operation in the manufacturing environment. The most important methods used by modern industry to convert materials into useful shape, including numerous variants of casting, forging, rolling, extruding, pressing and sintering, molding, joining, machining and grinding. Emphasis will be placed on types of parts for which each process is best suited.

EGR 194 Statics and Strength of Materials (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: PHY 201
Pre- or Co-requisite: MAT 111 or MAT 179 (prerequisite preferred)
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moment of inertia and friction. It also covers the stress/strain relationships in materials, centroids, shear and moment diagrams, bending stresses and shear stresses with application to size determination of components under various loading conditions.

EGR 260 Engineering Statics (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: PHY 221
Co-requisite: MAT 240
A pre-engineering university transfer elective. This course is an introduction to the principles of engineering mechanics as applied to force systems. The techniques of vector mathematics are employed. Both two and three-dimensional systems are studied.

EGR 262 Engineering Dynamics (2-3-3)
Offered Spring and Summer Semesters
Prerequisites: EGR 260, MAT 240
A pre-engineering university transfer course. This course is an introduction to the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.

EGR 269 Engineering Disciplines and Skills (1-3-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: MAT 111
Co-requisite: ENG 101
This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.

EGR 270 Introduction to Engineering (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EGR 269
Co-requisite: MAT 140
A pre-engineering university transfer course. This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications. It introduces students to team problem solving and the application of computers in engineering. Advanced Excel and MATLAB will be emphasized.

EGR 275 Introduction to Engineering/Computer Graphics (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CPT 101 or EGR 130 or EGR 269
A pre-engineering university transfer course. This course is a study of basic graphical concepts needed for engineering applications. Computer Aided Drawing (CAD) is introduced in this course.

EGR 285 Engineering Surveying I (3-0-3)
Offered Fall Semester
Prerequisite: MAT 102
Co-requisite: EGR 295
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

EGR 286 Engineering Surveying II (3-0-3)
Offered Spring Semester
Prerequisite: EGR 285
Co-requisite: EGR 296
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

EGR 295 Engineering Surveying Lab I (0-3-1)
Offered Fall Semester
Prerequisite: MAT 102
Co-requisite: EGR 285
This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat. Vertical control includes the performance of a level loop.

EGR 296 Engineering Surveying Lab II (0-3-1)
Offered Spring Semester
Prerequisite: EGR 295
Co-requisite: EGR 286
This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

EGT 110 Engineering Graphics I (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into RDG 032 and placement into MAT 101
This is an introductory course in engineering graphics science, which includes beginning drawing techniques and development of skills to produce basic technical drawings.

EGT 115 Engineering Graphics II (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EGT 110
Co-requisite: EGR 275 or EGT 151
This course in engineering graphics science includes additional drawing techniques for industrial applications.

EGT 119 Geometrics (3-0-3)
Offered Summer Semester
Prerequisites: EGT 110 and EGR 175 or MTT 121
This course provides the student with an in-depth knowledge of both the interpretation of geometric dimensioning and tolerancing symbols, and the inspection techniques (conventional and X, Y, Z coordinate measuring machines) necessary to determine if parts meet the specification required by the drawing.

EGT 127 Descriptive Geometry for Drafters (3-0-3)
Offered Summer Semester
Prerequisites: EGT 110 and EGT 151 or EGR 275
This basic course in descriptive geometry covers the theory of orthographic projection, points and lines in space, auxiliary views, planes, intersections and developments.

EGT 151 Introduction to CAD (2-3-3)
Offered Fall, Spring, and Summer Semesters
Co-requisite: EGT 110
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. The student will produce 2-D technical drawings using AutoCad software.

EGT 152 Fundamentals of CAD (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: EGT 115, EGT 151 or EGR 275, or permission of instructor
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. The student will produce three-dimensional solid models, assemblies and technical drawings using Solid Works software.

EGT 210 Engineering Graphics III (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: EGT 115, EGT 151 or EGR 275
This advanced course in engineering graphics science covers the production of technical working drawings. This course is a project-based survey of basic mechanical and electrical engineering technology applications. The design process is explored with the results being presented as a set of technical drawings.

EGT 215 Mechanical Drawing Applications (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: EGT 115, EGT 119, EGT 151 or EGR 275
This advanced drawing course covers industrial applications. Provides an in-depth study of the mechanical design process. This includes analysis calculations, vendor catalogs, GD&T, and the creation of a complete drawing package for manufacture of a consumer product or industrial machine.

EGT 220 Structural & Piping Applications (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: EGT 115, EGT 151 or EGR 275
This advanced drawing course covers structural steel and process piping applications. These tools are used by engineers in order to design and build systems in a wide variety of commercial and industrial applications.

EGT 240 Engineering Graphics Technology Senior Project (0-3-1)
Offered Spring Semester
Prerequisite: Completion of all other technical courses in the EGT curriculum in which the student is majoring or approval of department head.
This course is designed to include teamwork to complete an industrial design and/or manufacturing project approved by the instructor. Students work in teams on industrial design or manufacturing projects, usually real ones supplied by industry, and solve them by applying skills learned in previous EGT courses.

EGT 245 Principles of Parametric CAD (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: EGT 151 or EGR 275 or permission of instructor
This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software. This course in an introduction to Catia 3-D CAD software.

EGT 251 Principles of CAD (2-3-3)
Offered Spring Semester
Prerequisite: EGT 151
This course includes the additional use of CAD software for production of technical drawings and related documentation.

EGT 252 Advanced CAD (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: EGT 152
This course covers advanced concepts of CAD software and applications. This course constitutes part two of Solid Works. Advanced features of this design software are covered.

EMS 110 Basic Emergency Medical Care (3-8-5)
Offered Fall and Spring Semesters
Prerequisites: Placement into ENG 101 and MAT 032; high school diploma or GED approved by and on file in Admissions; must be 18 years of age or have permission of department head
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.

EMS 112 Intermediate Emergency Medical Technician (2-4-3)
Offered Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and MAT 032; high school diploma or GED; must be 18 years of age; must have and maintain current CPR certification and current SC or National Registry EMT certification throughout the course
This course reviews knowledge and builds on skills gained in Basic Emergency Medical Care and includes pathophysiology of shock and shock management, IV initiation and fluid therapy, airway management, and advanced patient assessment. The course also includes a study of the concepts and skills related to general patient assessment and initial management of life-threatening emergencies.

EMS 115 International Trauma Life Support (1-1.1-1)
Offered Fall and Summer Semesters
Prerequisite: Instructor consent required
This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Currently accepted guidelines for international trauma care will be followed.

EMS 116 Advanced Cardiac Life Support (1-1.1-1)
Prerequisite: Instructor consent required
This course is designed to educate the experienced health care provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.

EMS 117 Pediatric Advanced Life Support (1-1.1-1)
Prerequisite: Instructor consent required
This course is designed to educate the experienced health care provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.

EMS 118 Advanced Medical Life Support (1-1.1-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Instructor consent required
This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.

EMS 119 Emergency Medical Services Operations (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: EMS 110
This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

EMS 120 Pharmacology (2-3-3)
Offered Fall and Summer Semesters
Prerequisites: EMS 112; high school diploma or GED approved by and on file in Admissions; must be 18 years of age; must have and maintain current CPR certification throughout the course; current SC or National Registry EMT basic or intermediate certification
Co-requisites: EMS 217 and EMS 220 (required)
Co-requisite: EMS 223 (optional)
This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected drug action is also included in the course.

EMS 200 Paramedic Refresher (2-1.2-2)
Offered Fall and Spring Semesters
Prerequisite: Instructor consent required
This course is a review of knowledge and skills used by paramedics in the field. New information and technology will be introduced and discussed as necessary. Student must be a certified paramedic or have approval from the SC DHEC EMS office.

EMS 202 EMT-Basic (2-1.2-2)
Offered Fall and Spring Semesters
Prerequisite: Must be a certified EMT-Basic or admission by permission of DHEC, department head, or program coordinator
This course is designed to further develop the knowledge and skills used by EMT-Basics in the field. Topics focus on up-to-date information and technology related to emergency medical care. Student must be a certified EMT-Basic or have approval from the SC DHEC EMS office.

EMS 203 EMT-Intermediate (2-1.2-2)
Offered Fall and Spring Semesters
Prerequisite: Must be a certified EMT-Intermediate or admission by permission of DHEC, department head, or program coordinator
This course is designed to further develop the knowledge and skills used by EMT-Intermediates in the field. Topics focus on up-to-date information and technology related to emergency medical care.

EMS 210 Advanced Emergency Medical Care I (4-3-5)
Offered Spring and Summer Semesters
Prerequisite: EMS 213
Co-requisite: EMS 222 (required)
Co-requisite: EMS 224 (optional)
This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxilogic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.

EMS 211 Advanced Clinical Experience I (0-9-3)
Offered Fall and Spring Semesters
Prerequisite: EMS 112 or permission of department head
Co-requisites: EMS 120, EMS 217
This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics, and emergency/trauma settings.

EMS 213 Advanced Emergency Medical Care II (3-3-4)
Offered Fall and Spring Semesters
Prerequisites: EMS 120, EMS 217
Co-requisites: EMS 221, EMS 223 (required)
Co-requisite: EMS 224 (optional)
This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized.

EMS 214 Advanced Clinical Experience II (0-9-3)
Offered Fall and Spring Semester
Prerequisite: EMS 112 or permission of department head
Co-requisites: EMS 120, EMS 217
This course includes hospital clinical experiences in coronary care and emergency and trauma settings.

EMS 217 Introduction to Electrocardiography (EKG) (1-3-2)
Offered Fall and Summer Semesters
Prerequisites: EMS 112; high school diploma or GED approved by and on file in Admissions; must be 18 years of age; must have and maintain current CPR certification throughout the course; current SC or National Registry EMT basic or intermediate certification
Co-requisites: EMS 120, EMS 220 (required)
Co-requisite: EMS 223 (optional)
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment. It also includes rhythm interpretation and treatments of symptomatic cardiac rhythms.

EMS 218 EMS Management Seminar (2-0-2)
Offered Spring and Summer Semesters
Prerequisite: EMS 110
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems that occur in the work setting utilizing a problem-solving approach.

EMS 220 Paramedic Internship I (0-9-3)
Offered Fall and Summer Semesters
Prerequisites: EMS 112; high school diploma or GED approved by and on file in Admissions; must be 18 years of age; must have and maintain current CPR certification throughout the course; current SC or National Registry EMT basic or intermediate certification
Co-requisites: EMS 120, EMS 217 (required)
Co-requisite: EMS 223 (recommended)
This course includes experiences with advanced life support emergency medical service providers.

EMS 221 Paramedic Internship II (0-9-3)
Offered Fall and Spring Semesters
Prerequisite: EMS 220
Co-requisite: EMS 213 (required)
This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and his/her ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.

EMS 222 Paramedic Internship III (0-9-3)
Offered Spring and Summer Semesters
Prerequisite: EMS 221
Co-requisite: EMS 210 (required)
This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.

EMS 225 Critical Care Transport Paramedic (3-3-4)
Offered Fall and Spring Semesters
Prerequisites: Currently certified Paramedic or RN with a minimum of two years documented field experience with a primary (911) emergency service or emergency/acute patient care experience for RNs. Must have current CPR, ACLS, PALS and ITLS (or equivalent) certifications.
This course exposes students to the treatment and transport of the critically ill patient. Topics include medical/legal issues, pharmacology, clinical lab values, advanced level respiratory care, and advanced cardiac care to include balloon pumps and hemodynamic line monitoring. Following the completion of the classroom portion of this program, students will be required to sit for a written certification exam and 24 hours of critical care area clinical exposure. Students who successfully complete all portions of the training will receive a course completion certificate from Greenville Technical College and Critical Care Paramedic Certificate issued by the University of Iowa.

ENG 032 Developmental English (Non-Degree Credit) (3-0-3)
(Formerly ENG 031)
Note: Credit for this course does not transfer and may not be counted as credit toward any degree.
Offered Fall, Spring, and Summer Semesters
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

ENG 100 Introduction to Composition (Non-Degree Credit) (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Satisfactory test placement or ENG 032
This course is a study of basic writing and different modes of composition and may include a review of usage.

ENG 101 English Composition I (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Satisfactory placement in writing or completion of ENG 100 and satisfactory placement in reading or completion of RDG 100
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

ENG 102 English Composition II (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

ENG 105 Editing Academic Writing (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into or successful completion of ENG 101
This course provides students with instruction and practice in editing their own writing for academic purposes. The course focuses on errors that interfere with communication or that cause readers to question the writer's academic competence.

ENG 165 Professional Communications (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Satisfactory test placement or ENG 100
This course develops practical written and oral professional communication skills.

ENG 201 American Literature I (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 102
This course is a study of American literature from the colonial period to the Civil War.

ENG 202 American Literature II (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 102
This course is a study of American literature from the Civil War to the present.

ENG 205 English Literature I (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 102
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods.

ENG 206 English Literature II (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 102
This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods.

ENG 208 World Literature I (3-0-3)*
Offered Fall and Summer Semesters
Prerequisite: ENG 102
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

ENG 209 World Literature II (3-0-3)*
Offered Spring and Summer Semesters
Prerequisite: ENG 102
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

ENG 213 Short Fiction (3-0-3)
Offered Spring Semester
Prerequisite: ENG 102
This course is a study of short fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

ENG 228 Studies in Film Genre (3-0-3)
Offered Fall, Spring and Summer Semesters
Prerequisite: ENG 101
This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed.

ENG 230 Women in Literature (3-0-3)*
Offered Fall and Spring Semesters
Prerequisite: ENG 102
This course is a critical study of women's writings examined from historical, social and psychological points of view.

ENG 231 Middle Eastern Literature (3-0-3)
Offered Spring Semester
Prerequisite: ENG 102
This course is a survey of the major works, genres, and writers of the Middle East. The relationships among the literature, culture, and history of the Middle East will be emphasized. Literature from the earliest writings through the contemporary period from countries ranging from Northern Africa through Iran will be surveyed.

ENG 234 Survey in Minority Literature (3-0-3)
Offered Fall Semester
Prerequisite: ENG 102
This course is a critical study of minority writings examined from historical, social and psychological points of view.

ENG 238 Creative Writing (3-0-3)
Offered Spring Semester
Prerequisite: ENG 102
This course presents an introduction to creative writing in various genres.

ESL 010 Communication I (0-3-1)
(formerly ESL 011 Listening & Speaking I)
Prerequisite: Satisfactory placement on COMPASS ESL test
This course is a study of functions and forms of spoken English.

ESL 011 Reading/Writing I (0-3-1)
(formerly ESL 010 Reading/Writing I)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 012
This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement.

ESL 012 Grammar I (0-3-1)
(formerly ESL 013 Grammar I)
Prerequisite: Satisfactory placement on COMPASS ESL test
This course is a general review of English grammar with writing emphasis at the sentence level.

ESL 013 Pronunciation I (0-3-1)
(formerly ESL 019 Pronunciation)
Prerequisite: Satisfactory placement on COMPASS ESL test
This course includes practice in pronunciation with emphasis on the phonetic sounds of vowels and consonants in North American English.

ESL 014 Communication II (0-3-1)
(formerly ESL 012 Listening & Speaking II)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 010
This course is a study of advanced language functions and structures and listening comprehension using contemporary topics in audio-visual media.

ESL 015 Reading/Writing II (0-3-1)
(formerly ESL 017 Reading/Writing II)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 011
This course is a general review of reading and writing skills at the high-intermediate level with integrated grammar and vocabulary reinforcement.

ESL 016 Grammar II (0-3-1)
(formerly ESL 014 Grammar II)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 012
This course is a general review of English grammar with writing emphasis at the sentence to paragraph level.

ESL 017 Pronunciation II (0-3-1)
(formerly ESL 109 Lab Tutorial I)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 013
This course includes practice in pronunciation with emphasis on intonation, stress, and rhythm of North American English.

ESL 018 Grammar III (0-3-1)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 016
This course is a general review of English grammar at the advanced level with writing emphasis at the extended paragraph level.

ESL 019 Composition (0-3-1)
Prerequisite: Satisfactory placement on COMPASS ESL test or ESL 015
This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition.

EVT 201 Environmental Science (3-0-3)
Offered based on enrollment
Prerequisite: BIO 101 or permission of department head
This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water and soil pollution.

FRE 101 Elementary French I (4-0-4)*
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture.

FRE 102 Elementary French II (4-0-4)*
Offered Fall and Spring Semesters
Prerequisite: FRE 101 or permission of instructor
This course continues the development of basic language skills and includes a study of French culture.

FRE 201 Intermediate French I (3-0-3)*
Offered Fall and Spring Semesters
Prerequisite: FRE 102 or permission of instructor
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.

FRE 202 Intermediate French II (3-0-3)*
Offered Fall and Spring Semesters
Prerequisite: FRE 201 or permission of instructor
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.

FST 101 Emergency Response for Firefighters (2-1.5-2)
Offered Fall Semester
Prerequisite: Placement into RDG 100
This course covers all the required First Responder training for new firefighters using the American Red Cross training criteria and is a prerequisite for subsequent training.

FST 102 Firefighter I – Basic (2-4-3)
Offered Fall Semester
Prerequisite: FST 101 or equivalent
This course covers the initial National Fire Protection Association 1001 standards. Topics may include firefighter safety, personal protective equipment, communications, firefighter survival, fire behavior, fire service organization, hazardous materials, and command and control.

FST 103 Firefighter I – Advanced (4-4-5)
Offered Fall Semester
Prerequisite: FST 102
This course is a continuation of the National Fire Protection Association 1001 standards and remaining program requirements not covered in Firefighter I - Basic. Topics include operation and use of firefighting tools and equipment, fire classes/control, auto extraction, and a live burn.

FST 104 Firefighter II (3-1-3)
Offered Spring Semester
Prerequisite: FST 103
This course continues coverage of the National Fire Protection Association 1001 standards. Topics include basic firefighting skills and use of equipment such as hoses, flammable liquids, gas fires, construction materials, hydrant flow/operability, and remaining skills not covered in Firefighter I.

FST 105 Occupational Safety and Health for the Emergency Services (3-0-3)
Offered Fall, Spring, and Summer Semesters
Pre- or co-requisite: COL 111
This course covers safety and health challenges for the responder, including NFPA 1710 Standard for Fire Department Deployment, and OSHA's clarification of the Two-in-Two-Out procedures. The course prepares the student to apply OSHA regulations to real life events.

FST 106 Building Construction for Fire Protection (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course is a study of the components of building construction that relate to fire and life safety, focusing on firefighter safety. The essential elements of construction and design of structures are shown when inspecting buildings, preplanning fire operations, and operating at emergencies.

FST 107 Fire Investigation I (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course provides the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes.

FST 108 Fire Protection Systems (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course is a study of the features of design and operation of fire alarm systems, water-based and special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

FST 109 Fire Service Hydraulics and Water Supply (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course is a study of the theory and practice of principles for water use in fire protection. Also covered is the application of hydraulic principles used to analyze and solve water supply problems on an emergency scene. This course meets the requirements recommended by the Fire and Emergency Services Higher Education (FESHE) committee as core curriculum for fire service higher education and the GTC Fire Service Technology Advanced Certificate.

FST 201 Legal Aspects of the Fire Service (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course introduces the federal, state, and local laws that regulate emergency services and includes standards of care, tort, liability, and review of relevant court cases.

FST 202 Fire Administration I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course introduces the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is placed on fire service leadership from the perspective of the company officer.

FST 203 Fire Prevention (3-0-3)
Offered Fall Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course studies several components of fire prevention and safety including the history and philosophy of fire prevention, operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, built-in fire protection systems, and fire investigation.

FST 204 Principles of Emergency Services (3-0-3)
Offered Fall Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course provides an overview of the philosophy and history of fire protection, fire loss analysis, and the laws and regulations affecting the fire service. Specific fire protection functions are also studied, in addition to introductory fire strategies and tactics.

FST 205 Fire & Emergency Services Company Officer I (3-0-3)
Offered Spring Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course is the study of supervision, communications, administrative functions, training, human resource management, records management, and other subjects relevant to Fire Officer I qualifications. Content meets the NFPA 1021 Standard for Fire Officer Professional Qualifications Fire Officer I.

FST 206 Leadership and Ethics (3-0-3)
Offered Fall Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course provides the skills and tools needed to perform effectively as a leader in the fire service environment. Topics include problem-solving techniques, supervisory skills, ethical behavior, and decision making.

FST 207 Fire Control Strategy and Tactics (3-0-3)
Offered Fall Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

FST 208 Fire Behavior and Combustion (3-0-3)
Offered Spring Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course explores the theories and fundamental principles of how and why fires start, spread, and are controlled.

FST 209 Hazardous Materials Chemistry (3-0-3)
Offered Summer Semester
Prerequisite: FST 104 or equivalent Firefighter II certification
Pre- or co-requisite: COL 111
This course is a study of basic chemistry related to the categories of hazardous materials including recognition, identification, reactivity and health hazards encountered by emergency services.

GEO 101 Introduction to Geography (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is an introduction to the principles and methods of geographic inquiry.

GEO 102 World Geography (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes a geographic analysis of the regions of the world; i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

GEO 201 Geography of North America (3-0-3)
Offered Fall Semester
Prerequisite: ENG 101
This course surveys terrain, climate, and vegetation, as well as economic, social, cultural, and political aspects of various North American regions. Similarities, differences, and interrelationships among regions will be explored, including interactions between people and their environments.

GER 101 Elementary German I (4-0-4)*
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course is a study of the four basic language skills: listening, speaking, reading and writing. This course includes an introduction to German culture.

GER 102 Elementary German II (4-0-4)*
Offered Fall and Spring Semesters
Prerequisite: GER 101 or permission of instructor
This course continues the development of the four basic language skills and the study of German culture.

GER 201 Intermediate German I (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: GER 102
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

GER 202 Intermediate German II (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: GER 201
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

GMT 101 Introduction to Geographic Information Systems (3-0-3)
Offered Fall Semester
This course is a study of the development of digital techniques to portray mapping/spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping. This course introduces ArcView computer software.

GMT 110 Map Drafting Fundamentals (1-3-2)
Offered Spring Semester
Prerequisite: AET 111 or EGT 151
Co-requisite: GMT 120
This course is a study of map making history, basic map reading and interpretation skills, map symbology, different types of maps and their special applications, map projections, aerial photography, and remote sensing, fundamentals of maps and their spatial relationship to physical geography. This course introduces AutoCAD/Land Development desktop software.

GMT 115 Fundamentals of Cartography and Photogrammetry/Imaging (3-3-4)
Offered Spring Semester
Prerequisite: GMT 101
This course is a study of the introduction to the principles of map construction and the use of aerial photography and imaging technologies in map preparation, a review of map compilation and symbolization, projections and coordinate systems, use of maps, photography and imaging products to present thematic information.

GMT 120 Fundamentals of Surveying (3-3-4)
Offered Spring Semester
Prerequisite: MAT 110
Co-requisite: GMT 110
This course is a study of the fundamentals of plane surveying, basic measurement of distance, angle and elevation, use of basic surveying equipment, total station, levels and tapes, field notes, basic computations, traverse closure and determination of areas.

GMT 210 Geographic Information Systems (GIS)/Data Entry/Editing Methods (3-3-4)
Offered Fall and Summer Semesters
Prerequisite: GMT 115
This course is a study of the methods of point, line and area graphic data entry into digital mapping systems to include use of existing digital data sets, digitizing from existing hard copy documents, scanning and conversion from raster to vector format, coordinate geometry and input from GPS systems. Translations of graphic data from one software system to another. Techniques of adding, deleting or modifying graphic data are also included in the course.

GMT 215 Advanced Surveying (3-3-4)
Offered Summer Semester
Prerequisites: GMT 110, GMT 120
This course is a study of the advanced plane surveying and survey design, field astronomy techniques for azimuth by Sun and Polaris, horizontal and vertical curves, photogrammetry, topographic surveys, advanced leveling techniques, advanced traversing as associated with boundary surveys, calibration and adjustment of instrumentation, advanced computation and use of data collectors, land survey plats and records.

GMT 220 Geographic Information Systems (GIS) Database (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: GMT 210
This course is a study of non-graphic relational database systems, organization of database tables, data entry and editing techniques, relationship of descriptive data to graphic information in the mapping system, and basic concepts of programming.

GMT 230 Mapping and Geographic Information Systems (2-3-3)
Offered Fall and Summer Semesters
Prerequisite: GMT 210
This course covers current popular Mapping and GIS software, the data models on which they are designed, their database integration and structure, and the differences and advantages between them.

GMT 235 GPS and Geodesy (3-3-4)
Offered Fall Semester
Prerequisite: GMT 215
This course is a study of basic geodetic concepts including the ellipsoid, geode and gravity; the theory and operation of the Global Positioning System; design of GPS projects. Horizontal and vertical geodetic datums; computations of spherical geographical coordinates and inverse; state plane and UTM coordinate systems; geodetic leveling; design and evaluation of mapping grade GPS project; design and execution of survey grade GPS project.

GMT 240 Geographic Information Systems Analysis and Reporting (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: GMT 220 or GMT 230
This course is a study of techniques of retrieving spatial and database information from a digital mapping system, preparing analyses and reports and producing maps, graphics and charts using plotters and printers, and use of software designed specifically for analysis and reporting.

GMT 245 Cadastral Mapping (3-0-3)
Offered Spring and Summer Semesters
Prerequisites: GMT 215, GMT 230
This course is a study of land tenure and the cadastre concept. The course will cover the two major land tenure systems in the United States. Metes and Bounds as well as Township and Range; the historical evolution of these systems will be studied as well as their current use. The course will also focus on land tenure in South Carolina and role of county government in this system.

GMT 250 Evidence Procedures for Boundary Control (2-3-3)
Offered Spring Semester
Prerequisite: GMT 215
This course is a study of the role of surveyor in retracing land boundaries; methods of boundary establishment; classification and analysis of boundary evidence; laws governing riparian boundaries; preparing deed descriptions and survey plats; preservation of survey evidence; surveyor as expert witness; ethics, liability and professionalism in surveying.

HIM 102 Introduction to Coding and Classification Systems (0-3-1)
Offered Fall and Summer Semesters
Pre- or Co-requisite: HIM 110
This course provides an introduction to classification systems including those such as ICD-9-CM, CPT-IV, DSM-IV, HCPCS, and SNOMED, the role of coding in reimbursement, indexing; and statistics and the beginning foundation of the study of disease and procedural coding.

HIM 103 Introduction to Health Information and Coding (2-3-3)
Offered Spring Semester
Prerequisite: HIM 102
This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems. The course introduces reimbursement in health care.

HIM 110 Health Information Science I (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: Admission to HIM Phase II
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.

HIM 115 Medical Records & the Law (1-3-2)
Offered Fall and Summer Semesters
Pre- or Co-requisite: HIM 110
This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.

HIM 120 Health Information Science II (2-3-3)
Offered Summer Semester
Pre- or Co-requisite: HIM 110
This course covers quality assurance and health information management.

HIM 135 Medical Pathology (3-0-3)
Offered Fall and Spring Semesters
Pre- or Co-requisite: HIM 110
This course is a study of disease process classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention and terminology.

HIM 152 Clinical Practice I (0-6-2)
Offered Fall Semester
Pre- or Co-requisite: HIM 110
This course provides clinical practice in the application of health information system theory in selected health care facilities. May require travel outside the greater Greenville area.

HIM 162 Clinical Practice II (0-6-2)
Offered Summer Semester
Prerequisite: HIM 152
This course provides clinical practice in the application of health information system theory in selected health care facilities. May require travel outside the greater Greenville area.

HIM 215 Registries and Statistics (2-3-3)
Offered Spring Semester
Pre- or Co-requisite: HIM 110
This course includes a study of vital and health care statistics and registries in health information systems.

HIM 216 Coding and Classification I (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: HIM 102
This course includes a study of disease and procedural coding and classification systems. Emphasis is placed on ICD-9-CM and reimbursement in acute care.

HIM 225 Coding and Classification II (2-3-3)
Offered Spring and Summer Semesters
Pre- or Co-requisite: HIM 216
This course provides a study of advanced coding and classification systems. Emphasis is placed on CPT, HCPCS and reimbursement in ambulatory care.

HIM 227 Senior Professional Competencies (3-0-3)
Offered Summer Semester
Prerequisite: HIM 216
Co-requisite: HIM 162
This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.

HIM 265 Supervisory Principles (2-3-3)
Offered Fall and Spring Semesters
Pre- or Co-requisite: HIM 110
This course covers principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline, and performance evaluation in health information management.

HIM 266 Computers in Health Care (2-3-3)
Offered Fall and Spring Semesters
Pre- or Co-requisite: HIM 110
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

HIS 101 Western Civilization to 1689 (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping western cultural tradition.

HIS 102 Western Civilization Post 1689 (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors which shape the modern western world.

HIS 104 World History I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political, and cultural aspects of people before the onset of western dominance and identifying major patterns and trends which characterized the world in each era.

HIS 105 World History II (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on western expansion and on the economic, social, political, and cultural aspects of each era.

HIS 106 Introduction to African History (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the pre-modern, colonial, and post-independence periods.

HIS 107 Introduction to the Middle East (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course analyzes the evolution of diverse social, political, environmental, and cultural patterns in the Middle East. Emphasis is placed on the development of historical, geographical, and religious constructs and their effect on rural, urban, and global relationships across the historical timeline.

HIS 108 Introduction to East Asian Civilization (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 101
This course is an analysis of the evolution of social, political, and cultural patterns in East Asia, emphasizing the development of philosophical, religious, and political institutions and their relationship to literary and artistic forms in China and Japan.

HIS 109 Introduction to Latin American Civilization (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 101
This course is an analysis of the political, cultural, and economic forces which have shaped the development of institutions and ideas in Spanish and Portuguese America.

HIS 115 African-American History (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course is a study of the history of African-Americans, including African heritage, American history and significant contributions by individuals or groups.

HIS 122 History, Technology, and Society (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course covers topics in the history of technology with emphasis on how technology affects society and how society shapes technology. Emphasis is on 19th and 20th century America, but some material from other periods of Western Civilization and other world regions may be discussed.

HIS 201 American History: Discovery to 1877 (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a survey of U.S. history from discovery to 1877. The course includes political, social, economic and intellectual developments during this period.

HIS 202 American History: 1877 to Present (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a survey of U.S. history from 1877 to the present. The course includes political, social, economic and intellectual developments during this period.

HIS 220 American Studies I (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 101
(Completion of HIS 201 and/or HIS 202 highly recommended)
This course is an interdisciplinary study of selected topics and eras in U.S. history.

HIS 228 History and Meaning of the U.S. Constitution (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 101
(Completion of HIS 201 and/or HIS 202 highly recommended)
This course is an introduction to the historic foundations/evolution of the U.S. Constitution, including a study of the Magna Carta, Enlightenment, Federalist and Anti-Federalist papers, Articles of Confederation, Bill of Rights, Supreme Court decisions, and their impact on the "evolving" constitution.

HOS 101 Principles of Food Production (1-6-3)
Offered Fall and Spring Semesters
Co-requisite: HOS 155
This course is an introductory course in food preparation including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious, quality food.

HOS 102 Principles of Food Production II (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: HOS 101, HOS 155
This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

HOS 103 Nutrition (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

HOS 108 Food Production Techniques (0-9-3)
Offered Fall and Spring Semesters
Prerequisites: HOS 101, HOS 102, HOS 155
This course covers the techniques and procedures of quality and quantity food production, and the principles underlying the selection, composition, and preparation of major food products. The course includes extensive basic and complex recipes for practice purposes. Catering, banquet preparation, and a la carte components are included.

HOS 110 Food Production Management (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: HOS 101, HOS 102
This course covers basic food principles in a production kitchen environment. The production will include international food preparation as well as competition guidelines.

HOS 120 Bakeshop Production (1-6-3)
Offered Fall and Spring Semesters
Pre- or Co-requisite: HOS 155
This course covers the applications of fundamentals and principles of basic baking. Emphasis is placed on skill development for quality commercial bakery products.

HOS 121 Cake Decorating and Finishing Techniques (2-3-3)
Offered Spring and Summer Semesters
Prerequisite: HOS 120
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of mediums used in commercial bakeshops.

HOS 130 Professional Etiquette and Manners (3-0-3)
Offered Spring and Summer Semesters
This course is a study of etiquette and manners in social and business settings. Special attention is given to proper dining skills with a dining tutorial dinner for practicing the skills learned. The course also focuses on international protocol and business etiquette.

HOS 140 The Hospitality Industry (3-0-3)
Offered Fall Semester
This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

HOS 145 Dining Room Operations (1-6-3)
Offered Fall and Spring Semesters
This course is a study of the principles of operational procedures of the dining area and of managerial concerns for effective dining service. POS operations are included.

HOS 155 Hospitality Sanitation (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course is study of local, state and national regulations governing sanitary food handling practices.

HOS 159 Hospitality Accounting Applications (3-0-3)
Offered Spring Semester
Prerequisite: CPT 101
This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.

HOS 160 Purchasing for Hospitality (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of a systematic approach to principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.

HOS 182 Artisan Breads (1-6-3)
Offered Spring Semester
Prerequisite: HOS 120
This course introduces the fundamental skills, concepts, and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. Students will make an assortment of international breads as well as breads for special occasions.

HOS 183 Plated Desserts (1-6-3)
Offered Spring Semester
Prerequisite: HOS 120
This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.

HOS 220 Advanced Bakeshop (1-6-3)
Offered Fall or Summer Semesters
Prerequisite: HOS 120
This course is a study of the preparation of advanced, classical, and international pastries. Emphasis is placed on producing quality, commercial baked goods.

HOS 225 Buffet Organization (2-6-4)
Offered Summer Semester
Prerequisites: HOS 101, HOS 102, HOS 155
This course is a study of the principles and applications of how to plan, organize and set up a complete buffet. Topics include forced meats, ice carvings, and garnishes. Buffet presentation is also included.

HOS 235 Menu Planning (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: HOS 160
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and record-keeping techniques.

HOS 245 Hospitality Marketing (3-0-3)
Offered Fall and Spring Semesters
This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.

HOS 256 Hospitality Management Concepts (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 101
This course is a study of the theory and principles of management as applied to the hospitality industry.

HOS 264 Food and Beverage Pairing (3-0-3)
Offered Fall and Spring Semesters
This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on sales, service and profitability. Wine tasting and proper mixing of spirits is part of this class. Students must present proper ID and be over 21 years of age to take this course.

HOS 265 Hotel, Restaurant and Travel Law (3-0-3)
Offered Fall Semester
This course covers legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

HSS 105 Technology and Culture (3-0-3)
Offered Spring Semester
This course provides a study of the impact of technological change on cultural values, society, and the individual.

HSS 295 Leadership Through the Humanities (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course examines leadership issues of philosophy, style, and skills from the perspective of classic and contemporary readings in various humanities disciplines, primarily world history, world literature, and Western and Eastern philosophical traditions. Topics include developing a personal leadership philosophy, leading by serving, transformational leadership, understanding ethical issues in leadership, and leadership skills such as articulating a vision, team building, setting goals, making decisions, realizing change, guiding through conflict, and empowering others.

HUS 101 Introduction to Human Services (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human service workers are included.

HUS 150 Supervised Field Placement I (0-9-3)
Offered Fall and Summer Semesters
Prerequisites: HUS 101, HUS 209, HUS 231, plus nine additional credits in Human Services. Instructor permission required. Completion of background check required.
This course includes work experience assignments by students in selected human services agencies.

HUS 204 Introduction to Social Work (3-0-3)
Offered Summer Semester
Prerequisite: Placement into ENG 101
This course includes a general introduction to social work, including history, philosophy, organization, methods, and settings with emphasis on rehabilitation and other community services. Focus is on social work values, knowledge base, goals and the roles of the social worker in society.

HUS 205 Gerontology (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

HUS 206 Death and Dying (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

HUS 208 Alcohol and Drug Abuse (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation and preventive education.

HUS 209 Case Management (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

HUS 216 Behavior Change Techniques (3-0-3)
Offered Spring Semester
Prerequisite: HUS 231
This course is a study of major theories associated with individual and group psychotherapy, family therapy, and alcohol, drug, and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change.

HUS 217 Addictions Counseling (3-0-3)
Offered Summer Semester
Prerequisites: HUS 208, HUS 231
This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities.

HUS 220 Diversity Issues in Human Services Practice (3-0-3)
Offered Fall Semester
Prerequisite: HUS 231
This course is a study of issues of cultural diversity, including critical analyses of gender ideologies and systemic applications. Students will be afforded opportunities to engage in self analysis and will examine currently emerging cultural trends in human services education and delivery.

HUS 231 Counseling Techniques (3-0-3)
Offered Spring Semester
Prerequisite: PSY 201
This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

HUS 237 Crisis Intervention (3-0-3)
Offered Summer Semester
Prerequisite: HUS 231
This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities.

HUS 241 The Counseling Relationship (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: HUS 237, instructor permission required
This course is a study of the counseling relationship, its development, dynamics, and processes, as well as issues for the counselor that may foster or impede the development of the relationship.

HUS 251 Supervised Field Placement II (1-9-4)
Offered Based on Enrollment
Prerequisite: HUS 150, instructor permission required
This course includes work assignments in selected human service agencies.

HUS 260 Human Services Special Topics (3-0-3)
Offered Based on Enrollment
Prerequisite: Placement into ENG 101
This course is a study of special topics of interest to particular populations and locations.

IDS 110 Employability Skills for the Business Environment (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: ENG 101, MAT 155 or higher, SPC 205. Students must have completed 45 credit hours towards an associate degree.
This course provides students with opportunities to develop employability skills appropriate for a business setting. Topics include resume writing, interviewing, time management, networking, business etiquette, cultural diversity, formal presentation delivery, and job maintenance. This course should be taken in the latter stages of the curriculum.

IDS 206 Special Topics in International Studies (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100 and instructor permission required
This course is a study of special topics and the culture and environment of a country or region in which a student is studying while abroad.

IDS 207 Cultural Exploration (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100 and instructor permission required
This course will explore the culture and environment of the country or region in which students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic, and cultural issues they experience.

IDS 210 Special Topics for Honors (3-0-3)
Prerequisite: Acceptance into the Honors Program
This course is a study of current issues related to history, sociology, science and technology, the arts, political science, and economics.

IMT 112 Hand Tool Operations (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 100
Pre or co-requisite: MAT 155 or MAT 170 or higher
This course covers the use of hand tools and their applications in industrial and service areas.

IMT 131 Hydraulics and Pneumatics (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 161 Mechanical Power Applications (3-3-4)
Offered Spring Semester
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance.

IMT 170 Statistical Process Control (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 155 or MAT 170
This course is a study of the concepts and charts used in quality control.

IST 190 LINUX Essentials (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: CPT 257
This course will provide students with the fundamental knowledge and concepts of the LINUX operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications.

IST 191 LINUX System Administration (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: IST 190
This course will provide students with the skills necessary to administer a LINUX system, including hardware/software configuration, user and group administration, LINUX network configuration, and file system management.

IST 192 LINUX Network Applications (3-0-3)
Offered Fall Semester
Prerequisite: IST 191
This course will provide students with the skills necessary to deploy and administer the core networking services in a LINUX system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS, and others.

IST 193 LINUX Security Administration
Offered Spring Semester
Prerequisite: IST 192
This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others.

IST 201 Cisco Internetworking Concepts (3-0-3)
Offered Fall Semester
Prerequisite: IST 220
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

IST 202 Cisco Router Configuration (3-0-3)
Offered Fall Semester
Prerequisite: IST 201
This course is a study of LANS, WANS, OSI models, ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

IST 203 Advanced Cisco Router Configuration (3-0-3)
Offered Spring Semester
Prerequisite: IST 202
This course is a study of configuring Cisco routers.

IST 204 Cisco Troubleshooting (3-0-3)
Offered Spring Semester
Prerequisite: IST 203
This course is a study of troubleshooting network problems.

IST 220 Data Communications (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into MAT 101
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

IST 227 Internet Operations & Management (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into MAT 032 and placement into RDG 100
This course covers the duties and responsibilities of an internet webmaster, appropriate hardware, software and telecommunications technology, designing, implementing and maintaining a web site, and utilizing security mechanisms. **Note**: *Course taught via College Online only.*

IST 237 Intermediate Website Design (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: Placement into MAT 032 and RDG 100
This course is a study of server-side (CGI; Dynamic HTML) and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages. **Note:** *Course taught via College Online only.*

IST 238 Advanced Tools for Website Design (3-0-3)
Offered Fall or Spring Semester
Prerequisites: IST 227, IST 237
This course is a study of an advanced (fourth generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management. **Note:** *Course taught via College Online only.*

IST 239 DHTML and JavaScript (3-0-3)
Offered Fall or Spring Semester
Prerequisite: IST 237
This course includes concepts and skills for developing dynamic functionality and interactivity for web sites using JavaScript. Variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames, and arrays. **Note**: *Course taught via College Online only.*

IST 240 Multimedia for the Web (3-0-3)
Offered Fall or Spring Semester
Prerequisite: IST 237
This course introduces a range of experiences planning and producing multimedia to enhance and professionalize websites including original and adapted graphics (bitmapped and vector, 2-D and 3-D); animation (frame-based, path-based, and program- or script-based); sound; video, database integration; and e-commerce. Note: Course taught via College Online only.

IST 257 LAN Network Server Technologies (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: IST 220, CPT 209, CPT 257
This course is a study of networking system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user-group maintenance, network security print services, remote access, fault tolerance, backup and recovery. Correlates with Microsoft Windows 2003 Server.

IST 258 LAN Directory Services (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: IST 257
This course is a study of LAN objects, object properties, and the organization of network objects into a structure that is extensible and scalable. The course includes a hierarchical view of network resources and allows administrators, developers and end-users to gain access to those resources.

IST 259 Electronic Messaging (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: IST 258
This course is a study of electronic mail system software, including the system architecture. The course covers the concepts and methods employed in the generation, storage, and transmission of electronic mail messages and the implementation, configuration, and administration of messaging software.

IST 260 Network Design (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: IST 191, IST 202, IST 258, SPC 205
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network — combining creativity, rigorous discipline, analysis, and synthesis — while emphasizing the solution in terms of cost and performance.

IST 266 Internet and Firewall Security (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: IST 220
This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a local area network (LAN).

IST 272 Relational Database (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: CPT 101 or CPT 113, MAT 102 or higher
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. **Note**: *SQL Server is used.*

IST 278 Database Programming (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: IST 272, CPT 186 or CPT 187, MAT 109 or MAT 110 or higher
This course is a study of advanced database techniques. Topics will cover procedures, triggers, query optimization and user security.

JOU 101 Introduction to Journalism (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ENG 101
This course is a study of basic rhetorical and ethical principles of journalistic writing for news media, including newspapers, journals, radio, and television.

LEG 120 Torts (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

LEG 121 Business Law I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

LEG 122 Business Law II (3-0-3)
Offered as needed
Prerequisite: Placement into ENG 101
This course is an in-depth study of the Uniform Commercial Code with special emphasis on the essentials of Article 3, Commercial Paper, and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

LEG 132 Legal Bibliography (3-0-3)
Offered Fall, Spring, and Summer Semesters
(Mandatory second semester)
Prerequisites: ENG 101 and CPT 101, plus one semester in the Paralegal program, unless on the one-year track.
Co-requisite: LEG 230 or instructor approval required
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests.

LEG 135 Introduction to Law and Ethics (3-0-3)
Offered Fall, Spring, and Summer Semesters
(Mandatory first semester)
Prerequisite: Placement into ENG 101
This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

LEG 201 Civil Litigation I (Discovery) (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: LEG 120, LEG 132
Co-requisite: LEG 240 (required)
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system including pleading, practice, and discovery procedures.

LEG 202 Civil Litigation II (Pleadings) (3-0-3)
Offered Spring and Summer Semesters
Prerequisite: LEG 240
Co-requisite: BIO 112
This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

LEG 212 Workers' Compensation (3-0-3)
Offered Spring Semester
Prerequisites: LEG 120, LEG 132
Co-requisite: BIO 112
This course is a study of the history of workers' compensation case laws, statutes, regulations, and procedures in handling claims.

LEG 213 Family Law (3-0-3)
Offered Fall, Spring, and Summer Semesters.
Prerequisite: Placement into ENG 101
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.

LEG 214 Property Law (3-0-3)
Offered Fall, Spring, and Summer Semesters.
Prerequisite: Placement into ENG 101
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

LEG 218 Immigration Law (3-0-3)
Offered as needed
Prerequisites: Graduates or second year students
This course is a study of immigration law and procedures in the United States. Materials will focus on statutory and regulatory aspects of the immigration process. The impact of criminal statutes will be assessed. Applicable court opinions will be examined.

LEG 222 Constitutional Law (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: LEG 132, LEG 135
This course provides a study of the United States and South Carolina constitutions and the foundation of the American legal system.

LEG 230 Legal Writing (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
Co-requisite: LEG 132 or instructor approval required
This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

LEG 233 Wills, Trusts, and Probate (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

LEG 234 Title Examination Procedures I (3-0-3)
Offered Spring Semester
Prerequisites: LEG 214, LEG 233
This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices.

LEG 240 Claims Investigation (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: LEG 120, LEG 132
This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, assembling, and presenting evidence.

LEG 250 Internship for Paralegal (0-9-3)
Offered Spring Semester
Prerequisite: Second year students only; instructor consent required
Co-requisite: LEG 132 or instructor approval required
This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed.

LEG 262 Litigation Applications (3-0-3)
Offered Spring and Summer Semesters
(Last semester course)
Prerequisites: CPT 101, LEG 240
Co-requisite: LEG 202
This course introduces computer applications in various litigation and courtroom settings using general computer and legal software programs.

LEG 270 Paralegal Certification Preparation (3-0-3)
Offered Fall Semester
Prerequisite: Department head approval required
This course provides a review and preparation for testing for a national paralegal certification exam.

MAT 031 Developmental Mathematics Basics (Non-Degree Credit)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement by ASSET or COMPASS exam score
Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.

MAT 032 Developmental Mathematics (Non-Degree Credit)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 031 or satisfactory placement
Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

MAT 101 Beginning Algebra (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 032 or satisfactory placement
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

MAT 102 Intermediate Algebra (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 101 or satisfactory placement
This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

MAT 103 Quantitative Reasoning (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or satisfactory placement
This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

MAT 109 College Algebra with Modeling (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or satisfactory placement
This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. MAT 109 is the preferred college algebra prerequisite course for MAT 130.

MAT 110 College Algebra (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or satisfactory placement
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. MAT 110 is the preferred college algebra prerequisite course for MAT 111.

MAT 111 College Trigonometry (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 109 or MAT 110 or satisfactory placement. The preferred prerequisite is MAT 110.
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and series.

MAT 120 Probability and Statistics (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or satisfactory placement
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation.

MAT 122 Finite College Mathematics (3-0-3)*
Offered Summer Semester
Prerequisite: MAT 102 or satisfactory placement
This course includes the following topics: logic; sets; Venn Diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks.

MAT 130 Elementary Calculus (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 109 or MAT 110 or satisfactory placement. The preferred prerequisite is MAT 109.
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

MAT 132 Discrete Mathematics (3-0-3)
Offered Fall Semester
Prerequisite: MAT 109 or MAT 110 or satisfactory placement
This course includes the following topics: mathematical logic and proofs; set operations; relations and digraphs; functions; recurrence relations; and combinatorics. (This course is designed primarily for computer science students.)

MAT 140 Analytical Geometry and Calculus I (4-0-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 111 or satisfactory placement
This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

MAT 141 Analytical Geometry and Calculus II (4-0-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 140
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.

MAT 155 Contemporary Mathematics (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 032 or satisfactory placement
This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

MAT 170 Algebra, Geometry, and Trigonometry I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 032 or satisfactory placement
This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

MAT 211 Math for Elementary Education I (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or satisfactory placement
This course includes the following topics: logic, set theory, properties of and operations on counting numbers, integers, rational numbers, and real numbers.

MAT 212 Math for Elementary Education II (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 211
This course includes the following topics: basic algebra, introductory geometry, probability, and statistics.

MAT 215 Geometry (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or satisfactory placement
This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

MAT 220 Advanced Statistics (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 120
This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics.

MAT 230 Basic Multivariable Calculus (3-0-3)
Offered Summer Semester
Prerequisite: MAT 130 or higher
This course includes the following topics: partial derivatives; extrema problems; multiple integration; continuous probability distributions; difference equations; and management and economic applications.

MAT 240 Analytical Geometry & Calculus III (4-0-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 141
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

MAT 242 Differential Equations (4-0-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 141
This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods.

MET 211 Strength of Materials (2-6-4)
Offered Fall and Spring Semesters
Prerequisites: EGR 190 or EGR 194 or EGR 260
Co-requisites (required): MAT 120, MAT 130 or MAT 140
This course covers externally applied forces and internally induced stresses in structural members and machine components. Materials selection and sizing components to meet requirements are included. Stress/strain relationships for parts under various loading conditions including combined stresses (Mohr's) with application to beams, columns, and mechanical components are covered.

MET 213 Dynamics (2-3-3)
Offered Spring and Summer Semesters
Pre- or Co-requisites (required): EGR 190 or EGR 194 and EGT 151 or EGT 152 or EGR 275 (prerequisite preferred)
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and rotational motion is covered as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machine and mechanisms.

MET 214 Fluid Mechanics (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: MAT 110 or MAT 178
This course is a study of the physical properties of fluids and includes hydrostatics, buoyancy, flow of incompressible fluids, orifices, venturis and nozzles.

MET 226 Applied Heat Principles (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: MAT 110 or MAT 178
This course covers energy transfer principles involved in heating, cooling, and power of thermal efficiency through the study of various thermodynamic cycles. Heat transfer through conduction, convection and radiation as well as heating and cooling cycles of steam and HVAC equipment are analyzed.

MET 231 Machine Design (2-6-4)
Offered Fall and Spring Semesters
Prerequisite: MET 211
This course covers the design and applications of machine elements such as shafts, couplings, springs, brakes, clutches, gears and bearings. It also covers the applications of principles of statics, strength of materials, engineering drawing and dynamics to the design of simple machines. Conditions of static and fatigue loading while using various theories of safety factor determination are utilized in this course.

MET 235 Manufacturing Engineering Principles (1-3-2)
Offered Fall and Summer Semesters
Pre- or Co-requisites (required): EGT 151 or EGT 152 or EGR 275 and MAT 120 or MAT 130 or MAT 140 or MAT 179 (prerequisite preferred)
This course covers an analysis of the management of manufacturing using the tools of work cell design, standards, process planning, inventory control and quality control. It includes analytical decision making and planning techniques. Robot safety and use is integrated into this course.

MET 240 Mechanical Senior Project (0-3-1)
Offered Spring Semester
Prerequisite: Completion of all other technical courses in the MET curriculum in which the student is majoring or upon approval of department head.
This course includes investigations and/or advanced study in an area of specialization approved by the instructor. Students work in teams on mechanical or manufacturing projects and solve them by applying skills learned in previous MET courses.

MGT 101 Principles of Management (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of management theories, emphasizing the management functions of planning, decision-making, organizing, leading and controlling. Emphasis is also placed on the study of time management.

MGT 120 Small Business Management (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101 and MAT 155 or MAT 101 or higher
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business. Emphasis is also placed on managing a small business.

MGT 150 Fundamentals of Supervision (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201 Human Resource Management (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101, MGT 101
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary and benefit administration.

MGT 210 Employee Selection and Retention (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: MGT 201
This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

MGT 240 Management Decision-Making (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: BAF 201, ECO 105 or ECO 210 or ECO 211, MGT 120, MGT 270
This course is a study of various structured approaches to managerial decision-making. This course is intended to be taken at the end of the Management program. Students are required to be on campus weekly to participate in the GLO-BUS simulation group project.

MGT 255 Organizational Behavior (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: MGT 201
This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

MGT 270 Managerial Communications (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: CPT 101, ENG 101
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process.

MKT 101 Marketing (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 111 Media Relations (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ENG 101
This course is a study of building and managing effective media relationships through the application of networking, press releases, public relations strategies, and media interviewing skills.

MKT 120 Sales Principles (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 123 Event Planning and Promotion (3-0-3)
Offered based on enrollment
Prerequisite: Placement into ENG 100
This course is a study of the planning and implementation of special events with emphasis on sponsorship solicitation, permit applications, logistics, applicable laws, and special event promotion.

MKT 130 Customer Service Principles (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 240 Advertising (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MKT 101
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 245 Promotional Strategies (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MKT 101
This course is a study of promotion activities, focusing on coordinating an effective marketing campaign for a product or business, with promotion strategies planned and used to influence consumers, trade intermediaries and sales forces.

MKT 260 Marketing Management (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: MKT 240, MKT 245
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the marketplace. (This course is intended to be taken at the end of the Marketing program.)

MKT 268 Marketing Research (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: CPT 101, MKT 101
This course is a comprehensive and up-to-date study of marketing research issues with emphasis on total quality management, data collection, sampling, and case studies.

MLS 103 Introduction to Leadership I (2-2-2)
Offered Fall and Spring Semesters
Prerequisite: Acceptance into the ROTC Program
This course is an introduction to leadership challenges in the U.S. Army and includes information and skills in areas such as character, competence, the Army Leadership Model, warrior ethos, and Army values. Army physical fitness test (APFT) requirements and planning are also included.

MLS 104 Introduction to Leadership II (2-2-2)
Offered Fall and Spring Semesters
Prerequisite: MLS 103
This course is an introduction to personal challenges and competencies for effective leadership in the U.S. Army. Topics include goal setting, time management, physical fitness, and stress management as applied to the Army profession.

MLS 113 American Military History (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Acceptance into the ROTC Program
This course provides a history of the American military from the colonial period to current times, with emphasis on principles of war and their application by each commander during selected engagements.

MLS 203 Foundations of Leadership I (2-2-2)
Offered Fall and Spring Semesters
Prerequisite: MLS 104
This course includes enhanced exploration of leadership, values, ethics, personal development, officership, and tactics/techniques. Additional emphasis on physical fitness is included.

MLS 204 Foundations of Tactical Leadership (2-2-2)
Offered Fall and Spring Semesters
Prerequisite: MLS 203
This course provides additional leadership development and explores routine Army leadership skills required by all officers. Additional emphasis on physical fitness is included.

MLT 101 Introduction to Medical Lab Technology (2-0-2)
Offered Fall Semester
This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety and an overview of each area within the laboratory.

MLT 105 Medical Microbiology (3-3-4)
Offered Fall Semester
Co-requisite: MLT 101
This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

MLT 108 Urinalysis & Body Fluids (2-3-3)
Offered Summer Semester
Prerequisite: MLT 101
This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 110 Hematology (3-3-4)
Offered Spring Semester
Prerequisite: MLT 101
This course provides a study of the basic principles of hematology including hemoglobins, hematocrits, white and red counts and identification of blood cells.

MLT 115 Immunology (2-3-3)
Offered Fall Semester
Co-requisite: MLT 101
This course provides a study of the immune system, disease states and the basic principles of immunological testing.

MLT 120 Immunohematology (3-3-4)
Offered Spring Semester
Prerequisite: MLT 101
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems, compatibility testing and HDN.

MLT 130 Clinical Chemistry (3-3-4)
Offered Fall Semester
Co-requisite: MLT 101
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids including testing techniques and clinical significance.

MLT 205 Advanced Microbiology (3-3-4)
Offered Spring Semester
Prerequisite: MLT 105
This course provides a detailed study of microorganisms and the currently accepted procedures for the identification of these microorganisms in the clinical laboratory.

MLT 210 Advanced Hematology (3-3-4)
Offered Summer Semester
Prerequisite: MLT 110
This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

MLT 230 Advanced Clinical Chemistry (3-3-4)
Offered Spring Semester
Prerequisite: MLT 130
This course includes advanced theory, principles and instrument techniques used in clinical chemistry.

MLT 241 Medical Lab Transition (3-0-3)
Offered Fall Semester
Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230
Co-requisites: MLT 251, MLT 261
This course correlates laboratory procedures and concepts with emphasis on higher level cognitive applications.

MLT 251 Clinical Experience I (1-12-5)
Offered Fall Semester.
Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 252 Clinical Experience II (1-12-5)
Offered Fall Semester.
Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230
Co-requisite: MLT 251
This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 253 Clinical Experience III (1-12-5)
Offered Spring Semester
Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 254 Clinical Experience IV (1-12-5)
Offered Spring Semester
Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230
This course provides an integrated, clinically based rotation, which correlates cognitive and technical skills in selected areas of the clinical laboratory.

MLT 261 Clinical Practicum II (0-9-3)
Offered Fall Semester
Prerequisites: MLT 108, MLT 115, MLT 120, MLT 205, MLT 210, MLT 230
This course provides clinical experience in a supervised setting for developing technical proficiency in routine laboratory procedures.

MMT 101 Introduction to Materials Management (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: ENG 100, MGT 101, MAT 155 or MAT 101 or higher
This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable.

MMT 160 Detailed Operations Planning (3-0-3)
Offered Fall Semester
Prerequisites: CPT 101, CPT 270, MMT 101
This course is designed to provide an understanding of materials requirements planning, capacity requirements planning, inventory management, and management and control of component requirements.

MMT 235 International Purchasing (3-0-3)
Offered Spring Semester
Prerequisite: MMT 101
This course is a study of the basic concepts and key elements of the international purchasing process including identification of suitable non-domestic suppliers; ISO series and international quality; understanding foreign exchange and currency fluctuations; international logistics; facilitators and documentation; and international trading associations.

MMT 261 Master Operations Planning, Execution Control, and Strategy (3-0-3)
Offered Fall Semester
Prerequisites: CPT 270, MMT 101, MMT 160
This course prepares students to take the CPIM (Certified Production Inventory Control Manager) exam. Topics covered include master operations planning, execution control, and strategy.

MRI 101 Introduction to MRI (1-0-1)
Offered Fall Semester
Prerequisite: Permission of instructor
This course covers patient screening, safety and biological considerations, MR terminology and elementary imaging principles.

MRI 102 MRI Patient Care (1-0-1)
Offered Fall Semester
This course provides an introduction to basic patient care in an MRI environment, including professional ethics and patient communication.

MRI 111 MRI Physics (5-0-5)
Offered Fall Semester
Prerequisite: Permission of instructor.
This course is an introduction and exploration of MRI physics, instrumentation and application.

MRI 121 Advanced MR Imaging Techniques (5-0-5)
Offered Spring Semester
Prerequisite: MRI 111
This course explores advanced imaging methods and new technologies in magnetic resonance imaging.

MRI 140 MR Imaging of the Head and Neck (2-0-2)
Offered Fall Semester
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the head and neck to include patient positioning, protocols, pulse sequences, and pathology.

MRI 141 MR Imaging of the Spine & Musculoskeletal System (2-0-2)
Offered Spring Semester
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the spine and musculoskeletal system to include patient positioning, protocols, pulse sequences, and pathology.

MRI 142 MR Imaging of the Thorax (2-0-2)
Offered Spring Semester
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the heart and thorax to include patient positioning, protocols, pulse sequences, and pathology.

MRI 143 MR Imaging of the Abdomen and Pelvis (2-0-2)
Offered Spring Semester
Prerequisite: Acceptance into the MRI Program
This course is an exploration of the magnetic resonance imaging techniques of the abdomen and pelvis to include patient positioning, protocols, pulse sequences, and pathology.

MRI 152 MRI Clinical Practicum I (0-18-6)
Offered Fall Semester
This course is an introduction to the MRI department to include screening, safety, and performance of routine procedures.

MRI 162 MRI Clinical Practicum II (0-15-5)
Offered Spring Semester
Prerequisites: MRI 101, MRI 152
This course is an extensive clinical experience to include advanced imaging.

MST 101 Introduction to Motorsports (2-3-3)
Offered Fall Semester
Prerequisite: AUT 110
This course is an introduction to "hands-on" techniques and tools utilized in the Motorsports industry, including interactions of tires, chassis, suspension on racing vehicle performance, and high performance power train components and engines.

MST 102 Motorsports Operations (1-6-3)
Offered Spring Semester
This course provides field training relating to operating procedures at motor racing venues, including exposure to trackside logistics, scrutineering, timing and scoring, corner working, pit and paddock procedures, and emergency reactions.

MST 123 High Performance Engines (1-6-3)
Offered Spring Semester
Prerequisite: AUT 101
This course concentrates on high performance engine teardown, inspection, modification, assembly, and tuning. Focuses on performance machining techniques and cylinder head modifications for increased torque and horsepower.

MST 124 Race Chassis Fabrication (1-6-3)
Offered Fall Semester
Prerequisite: MST 101
This course covers the basic elements of race vehicle fabrication. Topics include chassis design considerations; selection of materials; material forming and fitting; and fundamentals of MIG, TIG and ARC welding.

MST 125 Race Tires, Shocks and Chassis Setup (1-6-3)
Offered Spring Semester
Prerequisite: MST 101
This course covers the basic elements of race tires and race shock absorbers. Topics include use of tires to tune suspensions for grip and balance; inner workings and interaction of shocks with tire grip; suspension setup and weight balancing.

MST 130 Motorsports Marketing (3-0-3)
Offered Summer Semester
Prerequisite: MST 101
This course focuses on marketing, sponsorship experiences, procedures, and techniques that relate to the Motor Sports industry.

MST 223 High Performance Engine Testing and Tuning (1-6-3)
Offered Spring Semester
Prerequisite: MST 123
This course focuses on the maximization of the performance potential of a four-cycle performance engine through hands-on testing utilizing engine dynamometers and up-to-date performance test equipment.

MST 224 Advanced Race Chassis and Body Fabrication (1-6-3)
Offered Spring Semester
Prerequisites: MST 101, MST 124
This course is an advanced study of race chassis, body fabrication and body alignment. This course will also include advanced sheet metal forming.

MSY 101 Masonry Fundamentals (4-3-5)
Offered Fall, Spring, and Summer Semesters
This course is an introduction to masonry skills and tools.

MSY 102 Advanced Masonry (4-3-5)
Offered Fall, Spring, and Summer Semesters
This course covers masonry walls and corner construction.

MSY 110 Masonry Construction I (4-3-5)
Offered Fall, Spring, and Summer Semesters
This course is a study of masonry units and installation techniques, methods, and procedures in masonry installations.

MSY 111 Masonry Construction II (1-9-4)
Offered Fall, Spring, and Summer Semesters
This course is a study of residential plans, interpretation, and applications, including grout, reinforcements, and accessories.

MSY 112 Brick Masonry (1-9-4)
Offered Fall, Spring, and Summer Semesters
This course is an introduction to masonry tools and equipment, masonry drawings, specifications and calculations, and handling mortar and bricks/blocks.

MTH 106 Application and Spa Treatments (0-6-2)
Offered Summer Semester
Pre- or Co-requisite: MTH 122 or graduate of the MTH program within two years or current LMT or department head approval
This course provides practical experience in the application of spa treatments, therapeutic remedies, and beauty treatments. Clinical practice and supervision will be included. (This course is designed for current massage therapy students in good standing, program graduates (within two years), or currently licensed massage therapists.)

MTH 108 Introduction to Aromatherapy (1-0-1)
Offered Fall and Spring Semesters
Prerequisite: RDG 100 or satisfactory test scores
This course introduces basic aromatherapy skills to enable the student to be an educated consumer of aromatherapy products and incorporate aromatherapy into a professional regimen, including but not limited to nail technicians, licensed practical nurses, and patient care technicians.

MTH 120 Introduction to Massage (3-3-4)
Offered Fall and Spring Semesters
Prerequisite: Department Head Approval
Pre- or Co-requisite: BIO 110
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and S.C. law for licensure. Swedish techniques are introduced.

MTH 121 Principles of Massage I (2-6-4)
Offered Fall and Spring Semesters
Pre- or Co-requisites: MTH 120, BIO 110
This course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

MTH 122 Principles of Massage II (2-6-4)
Offered Spring and Summer Semesters
Pre- or Co-requisites: MTH 121, BIO 110
This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments and other structures.

MTH 123 Massage Clinical I (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: MTH 120, MTH 121, BIO 110
Pre- or Co-requisites: MTH 122, BIO 238 (required)
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

MTH 124 Massage Business Application (2-3-3)
Offered Fall and Summer Semesters
Prerequisites: MTH 120, MTH 121, MTH 122, BIO 110
Pre- or Co-requisites: MTH 123, BIO 238
This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes and record keeping.

MTH 125 Massage Externship (1-9-4)
Offered Fall and Summer Semesters
Pre- or Co-requisites: MTH 124, BIO 238 (required) (Note: If BIO 238 is being taken as a co-requisite, students must achieve a grade of "C" or higher at mid-term prior to being assigned to an off-campus site.)
This course provides practical experience in local professional therapeutic massage settings which apply advanced massage therapy skills. Students observe facility and business operations under the close supervision of licensed massage therapists.

MTH 130 Aromatherapy I (1-3-2)
Offered Fall and Spring Semesters
Prerequisite: RDG 100 or satisfactory test scores
This course covers the basic identification, properties, and application of therapeutic essential oils.

MTH 132 Massage Therapy Seminar (0-3-1)
Offered Spring and Summer Semesters
Pre- or Co-requisite: MTH 122 or current LMT or department head approval
This course includes the integration of didactic and clinical techniques in massage therapy. This course will include auxiliary modalities including but not limited to hot stone, polarity, advanced deep tissue techniques, and somatic-emotional release.

MTH 140 Aromatherapy II (3-3-4)
Offered Summer Semester
Pre- or Co-requisite: MTH 130
This course covers the practical aspects of working with aromatherapy in a health practice and as a business. Students will observe and have hands-on experience with effective body treatments using essential oils, as well as creation of products for bath and body.

MTT 101 Introduction to Machine Tool (2-1-2)
Offered Fall, Spring, and Summer Semesters
(Restricted to GE employees. Instructor consent required.)
This course covers the basics in measuring tools, layout tools, bench tools and basic operations of lathes, mills, and drill presses.

MTT 105 Machine Tool Math Applications (3-0-3)
Offered Fall and Summer Semesters
This course is a study of shop math relevant to the machine tool trade. The following topics will be covered: fractions, decimal and metric systems, tolerances, clearance, interference, percents, area and volume, ratios and proportions, angles and lines, triangles, polygons, circles and tangents, Pythagorean theorem, trigonometry, right triangles, sine bars and sine plates, and other geometric formulas.

MTT 120 Machine Tool Print Reading (3-0-3)
Offered Fall Semester
This course is designed to develop the basic skills and terminology required for visualization and interpretation of common prints used in the machine tool trades. The course is an introduction in the identification of lines, basic sketching, dimensioning of parts, geometric tolerancing, and visualizing three-dimensional shapes from two-dimensional drawings.

MTT 121 Machine Tool Theory I (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course covers the principles involved in the production of precision metal parts. This course includes the operation of the milling machine and lathe. A rigid introduction to the basic handling of machinist hand tool, precision measuring instruments. Safety will be stressed.

MTT 122 Machine Tool Practice I (0-12-4)
Offered Fall, Spring, and Summer Semesters
This course covers practical experiences using the principles in Machine Tool Theory I. This course builds proficiency in the use of the lathe and milling machine operations and the basic knowledge of the surface grinder. Also, this course gives further experience with precision measuring instruments, lathe accessories for basic internal and external lathe operations and set ups.

MTT 123 Machine Tool Theory II (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MTT 121
This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Instruction in selection of feed and speeds for single and multi-point tools based on the machinability of the different types of metals.

MTT 124 Machine Tool Practice II (0-12-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MTT 122
This course covers the practical application of the principles in Machine Tool Theory II. Further instruction in the operation of the surface grinder, milling machine, lathe to produce advanced projects, as well as operation of the cylindrical grinder for external grinding operations and internal grinding will be offered. Safety and good housekeeping will be stressed at all times.

MTT 126 Machine Tool Practice III (0-12-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MTT 124
This course covers the practical application of the principles in Machine Tool Theory II. Advanced work with basic machine tools in producing industrial-style projects will be accomplished in the development of accuracy, speed, safety, workmanship and skill.

MTT 141 Metals and Heat Treatment (3-0-3)
Offered Spring Semester
This course is a study of the properties, characteristics, and heat treatment procedures of metals. This course covers the selection of steel by its color-codes and gives an understanding of heat treatment terminology, procedures and testing. Also, the elementary principles concerning metals, their production, composition, and individual properties and uses will be covered.

MTT 145 Machining of Metals (3-0-3)
Offered Spring Semester
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds/and depths of cut, and finish requirements. The course builds increased proficiency in operating the engine lathe and surface grinder, milling machine and the cylindrical grinder. Also covers speeds, feeds and tooling for numerical controlled machines.

MTT 211 Die Theory (3-0-3)
Offered Fall Semester
This course is a study of die components as they relate to the complete die. Essential facts of cutting and forming operations are explained and related to the manner in which the dies must function in order to achieve the desired results.

MTT 222 Tool and Diemaking Practice I (0-12-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MTT 126
This course covers the manufacture of a simple cutting die or tools. Instruction will include machining and constructing jigs and fixtures or cutting dies in simulated industrial situations. Students will utilize the skills previously developed in the use of all tool room equipment and machines.

MTT 224 Tool and Diemaking Practice II (0-12-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MTT 222
This course covers the construction of a compound and/or progressive die or tools. The course includes instruction in constructing more complex tooling with minimum assistance. Dies such as cutting, blanking and piercing and/or advanced tooling will be emphasized.

MTT 241 Jigs and Fixtures I (1-3-2)
Offered Summer Semester.
Prerequisite: MTT 120
This course includes the theory necessary to design working prints of simple jigs and fixtures. Students will be instructed on the theory involved in designing jigs and fixtures as well as actual design or working drawings of drill jigs and milling fixtures.

MTT 250 Principles of CNC (3-0-3)
Offered Fall Semester
Prerequisites: MTT 105, MTT 120 , MTT 121, MTT 122, or permission of department head
This course is an introduction to the coding used in CNC programming. The course covers G-codes, M-codes, T-codes, S-codes and coordinate systems feature, and RS-232. The course also covers program planning and simple programming for CNC machining centers and CNC turning centers.

MTT 251 CNC Operations (1-6-3)
Offered Fall Semester
Prerequisite: MTT 250
This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

MTT 252 CNC Setup and Operations (2-6-4)
Offered Spring Semester
Prerequisite: MTT 251
This course covers CNC setup and operations. Instruction is primarily applied to milling and drilling operations. Instruction will be given in writing a sequence of operations, the alignment of fixtures, proper loading of the work piece, the reading and interpretation of sequence of action codes and how to verify the program. The course includes topics on how to measure parts and recognize problems.

MTT 253 CNC Programming and Operations (2-3-3)
Offered Spring Semester
Prerequisites: MTT 145, MTT 250
This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. It is intended to teach skills and knowledge sufficient to recognize problems.

MTT 254 CNC Programming I (2-3-3)
Offered Summer Semester
This course is a study of CNC programming, including machine language and computer-assisted programming. Topics covered in the course are milling and drilling operations, lathe operations, and feeds and speeds. Also covered is post processing. The operational software used is Esprit WCAM.

MTT 255 CNC Programming II (2-3-3)
Offered Spring Semester
This course includes CNC programming with simulated production conditions. Topics included in the course are multi-axis surface milling operations, drilling operations, lathe operations including the programming of live tooling and part creation in solids. The operational software used is Master CAM.

MTT 258 CNC Machine Tool CAM (2-3-3)
Offered Fall Semester
This course is a study of computer-assisted manufacturing graphics systems needed to create CNC programs. Topics covered in the course are wire EDM in 2D and 3D machining and part creation in solids. Post processing is also covered. The operational software used is Esprit CAM.

MUS 101 Chorus I (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected choral music.

MUS 102 Chorus II (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected choral music.

MUS 103 Chorus III (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected choral music.

MUS 104 Chorus IV (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected choral music.

MUS 105 Music Appreciation (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.

MUS 110 Music Fundamentals (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course is an introduction to the elements of music and music notation with keyboard applications.

MUS 111 Band I (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected band music.

MUS 112 Band II (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected band music.

MUS 113 Band III (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected band music.

MUS 114 Band IV (0-3-1)
Offered Fall and Spring Semesters
This course includes the study and performance of selected band music.

NUR 108 Patient Care Skills I (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: AHS 160
Co-requisites: NUR 109, MAT 101 (PN), MAT 120 (ADN), BIO 112 (PN), BIO 210 (ADN), ENG 101
This course focuses on the development of beginning technical competency in basic patient care skills to assist in meeting the needs of selected patients of varying ages.

NUR 109 Clinical Applications I (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: AHS 160
Co-requisites: NUR 108, MAT 101 (PN), MAT 120 (ADN), BIO 112 (PN), BIO 210 (ADN), ENG 101
This course provides practice and performance of basic patient skills to assist in meeting the needs of selected patients of varying ages.

NUR 112 Patient Care Skills II (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 108, NUR 109
Co-requisites: NUR 113, MAT 101 (PN), MAT 120 (ADN), BIO 112 (PN), BIO 210 (ADN), ENG 101
This course focuses on the development of technical competency related to advanced patient care skills to assist in meeting the needs of selected patients of varying ages. It provides an introduction to medication administration and aseptic technique.

NUR 113 Clinical Applications II (0-3-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 108, NUR 109
Co-requisites: NUR 112, MAT 101 (PN), MAT 120 (ADN), BIO 112 (PN), BIO 210 (ADN), ENG 101
This course provides practice and performance of advanced patient care skills in the clinical setting. The selected patients are of varying ages.

NUR 114 Introduction to Nursing (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 112, NUR 113, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN)
Co-requisites: NUR 133, PSY 201, BIO 211 (ADN)
This course is an overview of nursing concepts and scopes of practice with emphasis on meeting basic human needs throughout the lifespan. Includes concepts related to health promotion, the health/illness continuum, and application of the nursing process, pharmacology and systems review. The emphasis is on the adult patient.

NUR 116 Health Promotion Across Lifespan I (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 114, NUR 133, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN)
Co-requisites: NUR 117, PSY 201, BIO 211 (ADN)
This course focuses on the development of theoretical knowledge related to the promotion of health of individuals and families through applications of the nursing process. There is a major emphasis on the psychosocial needs of the patient.

NUR 117 Clinical Applications IV (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 114, NUR 133, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN)
Co-requisites: NUR 116, PSY 201, BIO 211 (ADN)
This course provides lab and clinical practice to facilitate the development of competencies in the promotion of health for individuals and families through application of the nursing process. There is an emphasis on the psychosocial needs of the patient across the lifespan.

NUR 118 Alterations in Health I (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 116, NUR 117, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN)
Co-requisites: NUR 119, PSY 201, BIO 211 (ADN)
This course focuses on the development of theoretical knowledge related to selected physiologic and psychosocial manifestations of human responses to common and recurring health problems across the lifespan. There is an emphasis on the adult patient.

NUR 119 Clinical Applications V (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 116, NUR 117, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN)
Co-requisites: NUR 118, PSY 201, BIO 211 (ADN)
This course provides lab and clinical practice to facilitate the development of competency in providing care for selected individuals with common and recurring health problems across the lifespan. The emphasis is on the adult patient.

NUR 122 Alterations in Health II (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 118, NUR 119, PSY 201, ENG l0l, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN)
Co-requisites: NUR 123, SPC 205 (ADN), BIO 225 (ADN)
This course continues to focus on development of theoretical knowledge related to selected physiologic and psychosocial manifestations of human responses to common and recurring health problems across the lifespan.

NUR 123 Clinical Applications VI (0-6-2)
Offered Fall, Spring and Summer Semester.
Prerequisites: NUR 118, NUR 119, PSY 201, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN)
Co-requisites: NUR 122, SPC 205 (ADN), BIO 225 (ADN)
This course provides lab and clinical practice to facilitate the continued development of competency in providing care for selected individuals with common and recurring health problems across the lifespan. The emphasis is on the adult patient.

NUR 124 Health Promotion Across the Lifespan II (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 122, NUR 123, PSY 201, ENG 101, MAT 120 (ADN), MAT l0l (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN)
Co-requisites: NUR 125, SPC 205 (ADN), BIO 225 (ADN)
This course continues focus on the development of theoretical knowledge related to health promotion of selected individuals and families through application of the nursing process. The emphasis is on the care of the maternal/infant dyad.

NUR 125 Clinical Applications VII (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 122, NUR 123, PSY 201, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN)
Co-requisites: NUR 124, SPC 205 (ADN), BIO 225 (ADN)
This course provides lab and clinical practice to facilitate the continued development of competency in the promotion of health for selected individuals and families. The emphasis is on the care of the maternal/infant dyad.

NUR 126 Alterations in Health III (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 124, NUR 125, PSY 201, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN)
Co-requisites: NUR127, SPC 205 (ADN), BIO 225 (ADN)
This course continues to focus on the development of theoretical knowledge related to selected physiologic and psychosocial manifestations of human responses to common and recurring health problems across the lifespan. The emphasis is on the adult patient.

NUR 127 Clinical Applications VIII (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 124, NUR 125, PSY 201, ENG l0l, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN)
Co-requisites: NUR126, SPC 205 (ADN), BIO 225 (ADN)
This course provides lab and clinical practice to facilitate the continued development of competency in providing care for selected individuals with common and recurring health problems across the lifespan. The emphasis is on the adult patient.

NUR 128 Health Promotion Across the Lifespan III (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 126, NUR 127, PSY 201, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN), BIO 225 (ADN), SPC 205 (ADN)
Co-requisites: NUR 129, NUR 132
This course continues to focus on development of theoretical knowledge related to selected individuals and families through application of the nursing process. The emphasis is on the pediatric patient.

NUR 129 Clinical Applications IX (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 126, NUR 127, PSY 201, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN), BIO 225 (ADN), SPC 205 (ADN)
Co-requisites: NUR128, NUR132
This course provides lab and clinical practice to facilitate the continued development of competency in the promotion of health for selected individuals and families. The emphasis is on the pediatric patient.

NUR 132 Teamwork and Leadership (1-1.5-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 126, NUR 127, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN), BIO 211 (ADN), BIO 225 (ADN), SPC 205 (ADN)
Co-requisites: NUR 128, NUR 129
This course provides an overview of nursing concepts and competencies, which facilitate teamwork and the development of leadership skills and professional behaviors. Includes topics related to differentiated practice and roles.

NUR 133 Clinical Applications III (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 112, NUR 133, ENG 101, MAT 120 (ADN), MAT 101 (PN), BIO 210 (ADN), BIO 112 (PN)
Co-requisites: NUR 114, PSY 201, BIO 211 (ADN)
This course provides lab and clinical practice to facilitate the application of foundational nursing concepts and to develop competency in providing nursing care across the lifespan. The emphasis is on the adult patient.

NUR 135 Foundations of Nursing Practice (3-3-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Must be enrolled in a diploma or associate degree nursing program. Instructor permission required.
This course introduces nursing care of the individual with selected, commonly occurring health problems having predictable outcomes. Course will be offered online only.

NUR 151 Basic Patient Care I (2.5-1.5-3)
Offered Fall, Spring, and Summer Semesters
Co-requisite: NUR 153
This course includes a study of basic nursing assisting techniques for the multiskilled patient care technician.

NUR 152 Basic Patient Care II (2.5-1.5-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: NUR 151
Co-requisite: NUR 153
This course includes a study of advanced health care skills needed for the multiskilled patient care technician.

NUR 153 PCT Clinical Experiences (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: NUR 151
Co-requisite: NUR 152
This course includes the application of nursing assisting skills and advanced health care skills in the long term and acute care settings.

NUR 190 Fundamental Nursing and Patient Care Skills (0-3-1)
Offered Fall and Spring Semesters
Prerequisite: Permission of Instructor. Must meet requirements for Advanced Placement Nursing.
This course is a self-paced course primarily designed for paramedics and respiratory therapists who are going into the nursing field and require an overview of nursing content and basic and advanced patient care skills.

NUR 201 Transition Nursing (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: BIO 210 and BIO 211 or equivalent; MAT 120; ENG 101; PSY 201; BIO 225; SPC 205; Humanities elective, NUR 190 for paramedics and respiratory therapists
Co-requisite: NUR 230
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. The course also includes the transition of the paramedic graduate and the respiratory therapist to the role of associate degree nursing student.

NUR 222 Advanced Alterations in Health I (l-0-l)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 128, NUR 132, NUR 129 or NUR 201, PSY 201, ENG 101, MAT 120, BIO 210, BIO 211, BIO 225, SPC 205
Co-requisite: NUR 223
This course focuses on the development of theoretical knowledge related to selected physiologic and psychosocial manifestations of human responses to multi-system health problems across the lifespan. Emphasis is placed on the role of the nurse in clinical decision-making. This course includes concepts related to the care of the high-risk OB patient, the high-risk infant, and the patient with complex mental health problems.

NUR 223 Advanced Clinical Applications I (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 128, NUR 132, NUR 129 or NUR 201, PSY 201, ENG 101, MAT 120, BIO 210, BIO 211, BIO 225, SPC 205
Co-requisite: NUR 222
This course provides lab and clinical practice to facilitate the development of competency in providing care for clients with multi-system health problems using the nursing process for clinical decision-making. The focus is the care of the high-risk OB patient, the high-risk infant, and the patient with complex mental health problems.

NUR 224 Advanced Alterations in Health II (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 222, NUR 223, PSY 201, ENG 101, MAT 120, BIO 210, BIO 211, BIO 225, SPC 205
Co-requisite: NUR 225
This course focuses on development of theoretical knowledge related to client-centered and family-centered nursing care for selected clients with multi-system acute and chronic health problems across the lifespan. Emphasis is placed on the role of the nurse in clinical decision-making.

NUR 225 Advanced Clinical Applications II (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 222, NUR 223, PSY 201, ENG 101, MAT 120, BIO 210, BIO 225, SPC 205
Co-requisite: NUR 224
This course provides lab and clinical practice to facilitate the continued development of competency in providing care for clients with multi-system health problems using the nursing process for clinical decision-making. The clinical focus is the adult patient.

NUR 226 Health Promotion Across the Lifespan IV (.5-1.5-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 224, NUR 225, PSY 201, ENG 101, MAT 120, BIO 210, BIO 211, BIO 225, SPC 205
Co-requisites: NUR 228, NUR 231, Humanities elective
This course focuses on the development of theoretical knowledge and clinical practice related to the use of advanced, holistic assessments to restore optimal wellness for clients across the life span. Emphasis is placed on active involvement and use of resources, risk reduction, prevention, and educational strategies for specific communities. It includes health promotion for multi-system health problems in patients with varying ages.

NUR 228 Advanced Alterations in Health III (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 224, NUR 225, PSY 201, ENG 101, MAT 120, BIO 210, BIO 211, BIO 225, SPC 205
Co-requisites: NUR 226, NUR 231, Humanities elective
This course continues to focus on the development of theoretical knowledge related to client-centered and family-centered nursing care for selected clients with multi-system acute and chronic health care problems. Emphasis is placed on the role of the nurse in clinical decision-making.

NUR 230 Physical Assessment (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RN or permission of instructor
This course facilitates the development of competence to perform a physical assessment.

NUR 231 Advanced Clinical Applications III (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 224, NUR 225, PSY 201, ENG 101, MAT 120, BIO 210, BIO 211, BIO 225, SPC 205
Co-requisites: NUR 226, NUR 228, Humanities elective
This course provides lab and clinical practice to facilitate the continued development of competency in providing care for clients with multi-system health problems using the nursing process for clinical decision-making. The clinical focus is on the adult patient.

NUR 234 Perioperative Nursing (3-3-4)
Offered Summer Semester
Prerequisite: RN or permission of instructor
This course facilitates the development of competence necessary to meet the needs of the perioperative patient.

NUR 236 Nephrology Nursing (3-3-4)
Offered Fall Semester
Prerequisite: RN or permission of instructor
This course facilitates the development of competence necessary to meet the needs of the nephrology patient.

NUR 238 Oncology Nursing (3-3-4)
Offered Fall Semester
Prerequisite: RN or permission of instructor
This course facilitates the development of competence necessary to meet the needs of the oncology patient.

NUR 242 Management of High Risk Pregnancy (3-1-3)
Offered Spring Semester
Prerequisite: RN or permission of instructor
This course facilitates the development of competence necessary to meet the needs of the high-risk maternity patient.

NUR 244 Home Health Nursing (2-3-3)
Offered Spring Semester
Prerequisite: NUR 230 or RN or permission of instructor
This course facilitates the development of competence necessary to meet the nursing needs of patients in the community.

NUR 247 Critical Care I (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RN or permission of instructor
This course includes the development of competencies necessary to meet the needs of the patient with life threatening cardiovascular and respiratory problems, and dysrhythmias. Includes arrhythmia recognition.

NUR 248 Critical Care II (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: NUR 247 concurrently or within the three years, or permission of instructor
This course covers the development of competencies necessary to meet the needs of the patient with life threatening problems of the central nervous system, renal and selected multiple trauma situations. Care of the critically ill pediatric patient and emotional reactions are included.

NUR 250 Critical Care Cardiovascular (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: NUR 247 concurrently or within the last three years or permission of instructor
This course facilitates the development of competencies necessary to meet the needs of the critically ill cardiovascular patient.

NUR 254 Basic Arrhythmia and Cardiovascular Nursing (3-1-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RN or permission of instructor
This course facilitates recognition of basic heart rhythms and develops fundamental concepts requisite to cardiovascular nursing in a variety of clinical settings. The course is designed to provide basic knowledge and skills necessary for safe, competent, and effective nursing practice on telemetry units. This course will assist the nurse to enhance proficiency, apply scientific rationale, and to utilize basic arrhythmia recognition to provide nursing care to the acutely ill cardiovascular patient.

NUR 260 Dysrhythmia Interpretation (2-.5-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: RN or permission of instructor
This course facilitates the development of the nurse's competence in interpretation of normal and abnormal EKG rhythms and includes life threatening dysrhythmias.

NUR 261 Pediatric Dysrhythmia Interpretation (1-0-1)
Offered Fall Semester
Prerequisite: RN or permission of instructor
This course facilitates the development of the nurse's competence in interpretation of pediatric life threatening arrhythmia. Through classroom discussion, instruction and practice, the student will learn principles of recognition and interpretation of normal and abnormal EKG rhythms of the pediatric patient.

NUR 270 Principles of Management and Leadership (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 226, NUR 228, NUR 231, MAT 120, BIO 210, BIO 211, ENG 101, PSY 201, SPC 205, BIO 225
Co-requisites: NUR 271, Humanities elective
This course focuses on concepts and competencies related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.

NUR 271 Management and Leadership Practicum (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisites: NUR 226, NUR 228, NUR 231, MAT 120, BIO 210, BIO 211, ENG 101, PSY 201, SPC 205, BIO 225
Co-requisites: NUR 270, Humanities elective
This course provides lab and clinical practice related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse. The clinical includes a preceptored experience with patients of varying ages.

OTA 103 Introduction to Occupational Therapy (2-0-2)
Offered Fall Semester
Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"
This course introduces the philosophy, history, and development of occupational therapy.

OTA 130 Therapeutic Media I (0-3-1)
Offered Fall Semester
Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"
This course covers the use of therapeutic craft activities in occupational therapy treatment.

OTA 131 Occupational Performance I (2-3-3)
Offered Fall Semester
Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"
This course is the study of occupational therapy principles which emphasize the use of purposeful activities to enhance role function.

OTA 135 Therapeutic Media II (0-3-1)
Offered Spring Semester
Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 130
This course covers the fabrication and use of therapeutic equipment.

OTA 136 Occupational Performance II (2-3-3)
Offered Spring Semester
Prerequisite: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 131
This course is a continuation of Occupational Performance I with increased emphasis on environmental adjustments, basic orthotics and assistive technology.

OTA 140 Clinical Introduction (0-3-1)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; completion of all fall OTA courses with a "C" or higher; CPR certification, physical examination, immunizations, liability insurance, and reliable transportation
This course provides Level I fieldwork and introduces students to a variety of settings where they can develop a basic comfort level of understanding the needs of clients and professional interaction with the clients and other professionals.

OTA 153 Clinical Applications I (3-6-5)
Offered Fall Semester
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; CPR certification, physical examination, liability insurance, and reliable transportation
Co-requisite: OTA 130 (required)
This course is a laboratory and clinical course emphasizing screening and assessment, treatment planning and therapeutic intervention.

OTA 163 Psycho-Social Aspects of Occupational Therapy (1-3-2)
Offered Fall Semester
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 103
This course is a study of the relationships between purposeful activities and functions in psycho-social areas. The course explores lifestyle assessment, therapeutic use of self, individual and group treatment that encourages wellness, health promotion, and rehabilitation of psycho-social dysfunction in the classroom and lab.

OTA 200 Introduction to Kinesiology (2-3-3)
Offered Summer Semester
Prerequisites: BIO 210, BIO 211, ENG 101, MAT 101 and permission of instructor. Must attend OTA Career Talk.
This course is a study of functional movement of the human body. The course provides an introduction to normal and abnormal musculoskeletal and neuromuscular anatomy with an emphasis on goniometry measurement and muscular testing.

OTA 203 Kinesiology for Occupational Therapy (2-3-3)
Offered Fall Semester
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C."
This course includes identification and analysis of the components of human motion related to occupational therapy.

OTA 245 Occupational Therapy Departmental Management (2-0-2)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 103, OTA 131, OTA 203
This course covers the operation of an occupational therapy clinic, including inventory, supervision, and quality assurance.

OTA 253 Clinical Application II (3-6-5)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I courses with a minimum grade of "C"; OTA 131, OTA 153; CPR certification, physical examination, liability insurance, and reliable transportation
This course is a continuation of Clinical Application I with increased emphasis on reassessment for effect of intervention and maximizing treatment gains.

OTA 260 Clinical V (0-21-7)
Offered Fall and Summer Semesters
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I and Phase II courses with a minimum grade of "C"; CPR certification, physical examination, immunizations, liability insurance, and reliable transportation
This course emphasizes direct participation in the adult physical disabilities clinical experience.

OTA 268 Clinical VI (0-21-7)
Offered Fall and Summer Semesters
Prerequisites: Acceptance into Phase II of the OTA program. Completion of all Phase I and Phase II courses with a minimum grade of "C"; CPR certification, physical examination, immunizations, liability insurance, and reliable transportation
This course emphasizes direct participation in pediatric, geriatric, or mental health clinic experience.

PHI 101 Introduction to Philosophy (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
This course includes a topical survey of the three main branches of philosophy — epistemology, metaphysics, and ethics — and the contemporary questions related to these fields.

PHI 105 Introduction to Logic (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 101
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions.

PHI 110 Ethics (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

PHM 101 Introduction to Pharmacy (2-3-3)
Offered Fall Semester
This course provides a study and introduction to pharmacy and the role in providing patient care services.

PHM 110 Pharmacy Practice (3-3-4)
Offered Spring Semester
Prerequisites: PHM 101, PHM 114
Co-requisite: PHM 124
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

PHM 113 Pharmacy Technician Math (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: PHM 101, PHM 114, MAT 102
Co-requisites: PHM 110, PHM 124, PHM 152
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

PHM 114 Therapeutic Agents I (3-0-3)
Offered Fall Semester
This course provides an introductory study of therapeutic drug categories.

PHM 118 Community Pharmacy Seminar (1-0-1)
Offered Fall Semester
Co-requisites: PHM 101, PHM 114 (both required)
This course is a study of the pharmacy issues related to the community pharmacy practice.

PHM 124 Therapeutic Agents II (3-0-3)
Offered Spring Semester
Prerequisites: PHM 101, PHM 114
Co-requisites: PHM 110, PHM 113, PHM 152
This course includes a study of therapeutic drug categories**.**

PHM 152 Pharmacy Technician Practicum I (0-6-2)
Offered Fall and Spring Semesters
Prerequisites: PHM 101, PHM 113
Co-requisites: PHM 110, PHM 114, PHM 124
This course provides a practical introduction to the pharmacy environment.

PHM 164 Pharmacy Technician Practicum II (0-12-4)
Offered Spring and Summer Semesters
Prerequisites: PHM 101, PHM 113, PHM 114, PHM 124, PHM 152
Co-requisite: PHM 173
This course provides a practical application of pharmacy skills in pharmacy environments.

PHM 173 Pharmacy Technician Practicum III (1-6-3)
Offered Summer Semester
Prerequisites: PHM 101, PHM 113, PHM 114, PHM 124, PHM 152
Co-requisite: PHM 164
This course includes a practical experience in a working pharmacy environment.

PHM 250 Special Topics in Pharmacy (3-0-3)
Offered Fall and Summer Semesters
Prerequisites: PHM 101, PHM 110, PHM 113, PHM 114, PHM 124, PHM 152
Co-requisites: PHM 164, PHM 173
This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.

PHS 101 Physical Science I (3-3-4)
Offered Fall and Summer Semesters
Prerequisite: MAT 102
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

PHS 102 Physical Science II (3-3-4)
Offered Spring Semester
Prerequisite: MAT 102
This is a continuation of the introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology and physics.

PHS 111 Conceptual Physics I (3-0-3)
Offered Fall Semester
Prerequisite: MAT 170
This course is an introduction to the mechanical concepts of distance, time, mass, force, energy and power.

PHY 201 Physics I (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 109 or MAT 110
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

PHY 202 Physics II (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: PHY 201
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

PHY 221 University Physics I (3-3-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 140
Co-requisite: MAT 141
This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion.

PHY 222 University Physics II (3-3-4)*
Offered Spring and Summer Semesters
Prerequisites: PHY 221, MAT 141
This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields and induction phenomena.

PSC 101 Topics for Model United Nations (1-0-1)
Offered Fall and Spring Semesters as needed
Prerequisite: Placement into ENG 101
This course is an introduction to the world of international negotiations and diplomacy by preparation for and participation in simulations of the United Nations and other international organizations. The countries and issues to be studied will vary.

PSC 102 Special Activities in Political Science (2-0-2)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course provides hands-on activities to support courses in international relations and comparative governments. The countries and issues studied will vary depending upon world politics. This course will be offered spring term to supplement fall term's PSC 101.

PSC 103 Topics for Model United Nations II (1-0-1)
Offered Fall Semester
Prerequisite: PSC 101
This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

PSC 104 Topics for Model United Nations III (1-0-1)
Offered Fall Semester
Prerequisite: PSC 103
This course offers students advanced study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their third term as a delegate. The countries and issues to be studied will vary from year to year.

PSC 201 American Government (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties and role of the electorate.

PSC 205 Politics and Government (3-0-3)
Offered Spring Semester
Prerequisite: Placement into ENG 101
This course is a study of the concepts and problems involved in man's relationship with governments and political change. The course emphasizes comparative institutions of government, analysis of political behavior and political ideology.

PSC 206 Politics of the Middle East (3-0-3)
Offered Spring Semester
Prerequisite: ENG 101
This course examines the domestic and international politics of countries in the Middle East. Coursework compares political systems in the region and factors such as economics, religion, and societal divisions that influence both domestic politics and external relations of the countries.

PSC 215 State and Local Government (3-0-3)*
Offered Fall and/or Spring Semester
Prerequisite: Placement into ENG 101
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.

PSC 220 Introduction to International Relations (3-0-3)
Offered Fall Semester
Prerequisite: Placement into ENG 101
This course introduces the major forces and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

PSY 103 Human Relations (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied in everyday life.

PSY 201 General Psychology (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

PSY 203 Human Growth and Development (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: PSY 201
This course is a study of the physical, cognitive and social factors affecting human growth, development and potential.

PSY 206 Health Psychology (3-0-3)
Offered Fall Semester
Prerequisite: PSY 201 or permission of instructor
This course is a science-based study of psychological and behavioral influences on health. Topics include the mind-body connection, the professional and academic field, systems of the body, prevention, stress, coping, health-care, and managing illness.

PSY 208 Human Sexuality (3-0-3)*
Offered Fall and Spring Semesters
Prerequisite: PSY 201 or permission of instructor
This course is a study of the biological, psychological and sociological perspectives of human sexuality. Historical, cross-cultural and ethical issues are considered in the course.

PSY 212 Abnormal Psychology (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: PSY 201
This course is a study of the nature and development of behavioral disorders including the investigation of contemporary treatment procedures.

PSY 225 Social Psychology (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: PSY 201
This course is a study of individual behavior as influenced by social roles, group identification, attitudes, and values.

PTH 101 Physical Therapy Professional Preparation (2-0-2)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C" and PTH 102, PTH 105, PTH 115, PTH 118
Co-requisites (required for full time track): PTH 220, PTH 226, PTH 270
Co-requisites (required extended track): PTH 270 (for extended track only)
This course introduces the purpose, philosophy, and history of physical therapy and medical/legal documentation.

PTH 102 Introduction to Physical Therapy Intervention (1-3-2)
Offered Fall Semester
Prerequisites: Acceptance into the Physical therapist Assistant program – Phase II, and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full time track): PTH 105, PTH 115, PTH 118
Co-requisite (required extended track): PTH 118
This course prepares the student to provide skilled basic patient care in a physical therapy setting.

PTH 105 Introduction to Kinesiology (2-3-3)
Offered Fall Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II, and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full time track): PTH 102, PTH 115, and PTH 118
Co-requisite (required extended track): PTH 115
This course introduces musculoskeletal and neurological anatomy and concepts of kinesiology needed in physical therapy.

PTH 115 Pathology for Physical Therapy Assistants (3-0-3)
Offered Fall Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II, and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full time track): PTH 102, PTH 105, PTH 118
Co-requisite (required extended track): PTH 105
This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries commonly seen in physical therapy.

PTH 118 Physical Agents and Modalities (3-3-4)
Offered Fall Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"
Co-requisites (required for full time track): PTH 102, PTH 105, PTH 115
Co-requisite (required extended track): PTH 102
This course prepares students to administer physical therapy interventions using physical agents and modalities.

PTH 220 Patient Assessment Techniques (3-3-4)
Offered Spring Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program – Phase II and completion of all Phase I courses with a minimum grade of "C"; and PTH 105, PTH 115
Co-requisites (required for full time track): PTH 101, PTH 226, PTH 270
Co-requisite (required extended track): PTH 226
This course introduces patient assessment and data collection techniques commonly used in physical therapy.

PTH 226 Therapeutic Exercises (2-3-3)
Offered Spring Semester
Prerequisites: Acceptance into the Physical Therapist Assistant program - Phase II, and completion of all Phase I courses with a minimum grade of "C"; and PTH 105, PTH 115
Co-requisites (required for full time track): PTH 101, PTH 205, PTH 270
Co-requisite (required extended track): PTH 205
This course provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs.

PTH 234 Clinical Education I (0-9-3)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 220, PTH 226, PTH 270
This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

PTH 242 Orthopedic Management (3-3-4)
Offered Summer Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234
Co-requisite: PTH 246
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

PTH 246 Neuromuscular Rehabilitation (3-6-5)
Offered Summer Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234
Co-requisite: PTH 242
This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

PTH 264 Clinical Education II (0-15-5)
Offered Fall Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 270, PTH 234, PTH 242, PTH 246
This course provides advanced clinical experiences for the physical therapist assistant student within a physical therapy setting.

PTH 270 Special Topics in Physical Therapy (2-3-3)
Offered Spring Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C"; and PTH 102, PTH 105, PTH 115, PTH 118
Co-requisites (for full time track only): PTH 101, PTH 220, PTH 226
Co-requisites (for extended track only): PTH 101
This course provides opportunities for specialized study of selected topics in physical therapy.

PTH 274 Clinical Education III (0-15-5)
Offered Fall Semester
Prerequisites: Acceptance into Phase II of the Physical Therapist Assistant program and completion of all Phase I courses with a minimum grade of "C;" and PTH 101, PTH 102, PTH 105, PTH 115, PTH 118, PTH 220, PTH 226, PTH 234, PTH 242, PTH 246, PTH 264, PTH 270
This course requires the physical therapist assistant student to demonstrate entry-level clinical skills within a physical therapy setting.

QAT 109 Introduction to Metrology (0-3-1)
Offered Fall and Summer Semesters
Prerequisite: EGR 130 or EGR 269
Pre-or Co-requisite: EGR 175 (prerequisite preferred)
This course covers the tools and equipment of measurementation used in a modern metrology laboratory. Techniques of making measurements, accuracy and precision, calibration, and verifying GD&T are stressed. Metrology is used to verify that fabricated parts are going to fit properly at the assembly of machinery or consumer products, especially in mass production environments.

RAD 101 Introduction to Radiography (2-2-2)
Offered Fall Semester
Prerequisite: Acceptance into Phase II of the Radiologic Technology program
Co-requisite: RAD 152 (required)
This course provides an introduction to radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.

RAD 102 Radiology Patient Care Procedures (1-3-2)
Offered Fall Semester
Prerequisite: Acceptance into Phase II of the Radiologic Technology program
Co-requisite: RAD 152 (required)
This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

RAD 103 Introduction to Computed Tomography (2-0-2)
Offered Fall and Spring Semesters
Prerequisite: Permission of program coordinator
This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring and radiation protection.

RAD 107 Physics for Medical Imaging (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: MAT 102 or higher
This course provides an overview of the mechanical concepts of distance, time, mass, force, energy, and power. Topics include mechanics, wave motion, sound, and electromagnetism.

RAD 109 Introduction to Radiographic Imaging (3-3-4)
Offered Fall Semester
Prerequisite: MAT 109 or MAT 110 or higher
Co-requisites: RAD 101, RAD 130, RAD 152
This course provides an overview of mathematical applications and unit conversions, as well as a basic overview of mechanical concepts of distance, time, mass, force, energy, and power. This course also introduces the primary and secondary exposure factors and principles of radiographic imaging. Concepts of structure of matter and principles of electromagnetic radiation are included.

RAD 115 Radiographic Imaging II (2-3-3)
Offered Spring Semester
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

RAD 118 Seminars in Mammography (1-0-1)
Offered Fall Semester
This course is on selected topics/seminars in mammography.

RAD 120 Principles of Computed Tomography (3-0-3)
Offered Fall Semester
Prerequisite: Admission to CT program or permission of program coordinator
This course is a study of assurance procedures and radiation dosimetry in computed tomography. Special applications of computer tomography will be explored including interventional procedures, high speed CT scanning, three dimensional CT and multi-planar reformations. A review of special scanner features will also be covered in the course. This course provides the basic understanding of the inter-workings of a CT scanner, along with an in-depth look at the physics behind image generation, quality assurance procedures, radiation dosimeter, and image reformation.

RAD 121 Radiographic Physics (4-0-4)
Offered Spring Semester
Prerequisite: RAD 109
Co-requisite: RAD 115
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

RAD 130 Radiographic Procedures I (2-3-3)
Offered Fall Semester
Prerequisite: Acceptance into Phase II of Radiologic Technology program
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

RAD 135 Computed Tomography Body and Musculoskeletal Protocols (2-0-2)
Offered Fall Semester
Prerequisite: RAD 103
This course provides the basic imaging protocols and patient positioning for CT exams of the abdomen, pelvis, and musculoskeltal system. Case studies including anatomy and pathology of the abdomen, pelvis, and extremities will be explored.

RAD 136 Radiographic Procedures II (2-3-3)
Offered Spring Semester
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course is a study of radiographic procedures for visualization of the structures of the body.

RAD 140 Computed Tomography Clinical Applications I (0-18-6)
Offered Fall Semester
Prerequisite: Acceptance into the CT program
This course provides the student with clinical experience in basic CT scanning. Students will explore techniques related to patient safety, radiation protection, and exam protocols.

RAD 145 Computed Tomography Physics and Instrumentation (3-0-3)
Offered Fall Semester
Prerequisite: Acceptance into the CT program or permission of program coordinator
This course is a study of Computed Tomography physics and instrumentation. The course provides an overview of technology, application, and practice that is unique to the Computed Tomography profession.

RAD 152 Applied Radiography I (0-6-2)
Offered Fall Semester.
Co-requisite: RAD 130
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 165 Applied Radiography II (0-15-5)
Offered Spring Semester
Prerequisites: RAD 101, RAD 102, RAD 109, RAD 130, RAD 152
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

RAD 175 Applied Radiography III (0-15-5)
Offered Summer Semester
Prerequisites: RAD 115, RAD 121, RAD 136, RAD 165
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

RAD 201 Radiation Biology (2-2-2)
Offered Summer Semester
Prerequisites: RAD 115, RAD 121, RAD 136, RAD 165
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel and the population at large to a minimum.

RAD 205 Radiographic Pathology (2-0-2)
Offered Spring Semester
Prerequisites: RAD 103, RAD 210, RAD 257
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

RAD 210 Radiographic Imaging III (2-3-3)
Offered Fall Semester
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course provides a detailed study of advanced methods and concepts of imaging.

RAD 220 Selected Imaging Topics (3-0-3)
Offered Spring Semester
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course is a study of advanced topics unique to the radiological sciences.

RAD 230 Radiographic Procedures III (2-3-3)
Offered Summer Semester
Prerequisites: RAD 130, RAD 136
This course is a study of special radiographic procedures.

RAD 257 Advanced Radiography I (0-21-7)
Offered Fall Semester
Prerequisites: All previously taken RAD and AHS courses with a grade of "C" or higher
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

RAD 267 Advanced Radiography II (0-21-7)
Offered Spring Semester
Prerequisite: All previously taken RAD and AHS courses must be passed with a grade of "C" or better
This course includes independently performing routine and advanced radiographic procedures while continuing to build self-reliance and confidence in a clinical setting.

RAD 283 Imaging Practicum (0-9-3)
Offered Spring Semester
Prerequisite: RAD 210
Co-requisite: RAD 267 (required)
This clinical course provides an opportunity for exploration of career opportunities in radiology and advanced imaging modalities.

RAD 290 Introduction to Breast Imaging (1-0-1)
Offered Fall Semester
Prerequisite: Acceptance into Mammography Program
This course is an introduction to the field of breast imaging and includes the history, scope of practice, and regulatory issues.

RAD 291 Principles of Breast Imaging I (4-0-4)
Offered Fall Semester
Prerequisite: Acceptance into the Mammography Program
This course is a comprehensive study of physics, instrumentation, quality assurance and quality control for analog and digital mammography imaging systems. Topics will include system components, imaging principles, and guidelines for selecting exposure factors.

RAD 292 Principles of Breast Imaging II (3-0-3)
Offered Fall Semester
Prerequisite: Acceptance into Mammography Program
This course is a comprehensive study of breast anatomy, physiology, and benign and malignant pathology. Coursework correlates breast anatomy and pathology to breast images produced with multiple imaging modalities and case studies.

RAD 293 Principles of Breast Imaging III (3-0-3)
Offered Fall Semester
Prerequisite: Acceptance into Mammography Program
This course is a comprehensive study of patient care, education, assessment, positioning techniques including the implant patient, image evaluation, problem-solving techniques, interventional procedures, and other breast imaging modalities.

RAD 295 Clinical Practicum in Breast Imaging (0-15-5)
Offered Fall Semester
Prerequisite: Acceptance into Mammography Program
This course provides clinical practice experiences in breast imaging. Students will receive the opportunity to develop and apply relevant skills, critically analyze, integrate and evaluate concepts and theories in breast imaging in a patient-centered environment under appropriate supervision. Clinical practicum is a competency-based course.

RDG 032 Developmental Reading (Non-Degree Credit) (3-0-3)
(Formerly RDG 031)
Note: Credit for this course does not transfer and may not be counted as credit toward any degree.
Offered Fall, Spring, and Summer Semesters
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 100 Critical Reading (Non-Degree Credit) (3-0-3)
Note: Credit for this course does not transfer and may not be counted as credit toward any degree.
Offered Fall, Spring, and Summer Semesters
Prerequisite: Proper test scores or ENG 031 or ENG 032
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills.

REA 110 Basic Appraisal Principles (2-0-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course is designed to aid appraisers seeking competency in Uniform Standards of Professional Appraisal Practice (USPAP). Topics will focus on all areas of appraisal practice, including those subject to state licensing or certification.

REA 115 Basic Appraisal Procedures (2-0-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: REA 110
This course will provide the opportunity to apply basic appraisal concepts and principles. A step-by-step approach to the valuation process will include defining the problem, collecting and analyzing data, reaching a final opinion of value, and communicating the appraisal.

REA 120 Uniform Standards of Professional Appraisal Practice (1-0-1)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course focuses on the Uniform Standards of Professional Appraisal Practice (USPAP) requirements for ethical behavior and competent performance by appraisers. This course is copyrighted by the Appraisal Foundation.

REA 130 Practical Real Estate Applications (2-3-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: REA 110, REA 115, REA 120
This course is a study of real estate sales, human resources, legalities, and banking issues and will include industry on-site practicum training.

REL 101 Introduction to Religion (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course provides a study of religion and the nature of religious belief and practice.

REL 201 Religions of the World (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course surveys the major religious traditions of the world.

RES 101 Introduction to Respiratory Care (3-0-3)
Offered Fall Semester
Co-requisites: RES 121, RES 246
This course includes introduction topics pertinent to entering the respiratory care profession (i.e., medical terminology, ethical issues and legal issues).

RES 111 Pathophysiology (2-0-2)
Offered Spring Semester
Prerequisites: RES 101, RES 121, RES 246
This course is a study of the general principles and analyses of normal and diseased states. Its focus is on the cardiac and pulmonary systems.

RES 121 Respiratory Skills I (2-6-4)
Offered Fall Semester
Co-requisites: RES 101, RES 246
This course includes a study of basic respiratory therapy procedures and their administration.

RES 131 Respiratory Skills II (3-3-4)
Offered Spring Semester
Prerequisites: RES 101, RES 121, RES 246
Co-requisites: RES 111 (required)
This course is a study of selected respiratory care procedures and applications. This will include an introduction to mechanical ventilation.

RES 141 Respiratory Skills III (2-3-3)
Offered Summer Semester
Co-requisite: RES 131
This course covers mechanical ventilation systems, pediatrics and associated monitors.

RES 152 Clinical Applications II (0-9-3)
Offered Fall Semester
Co-requisites: RES 101, RES 121, RES 246
This course includes practice of respiratory care procedures in the hospital setting. The course also includes infection control, back and fire safety, HIPPA, and communication skills.

RES 154 Clinical Applications II (0-12-4)
Offered Spring Semester
Prerequisite: RES 152
This course includes practice of respiratory care procedures in the hospital setting. This course also includes instruction of basic respiratory care skills and procedures including chest X-ray review, basic airway management, arterial blood gas interpretation, bronchial hygiene, and patient monitoring equipment.

RES 204 Neonatal/Pediatric Care (2-3-3)
Offered Summer Semester
Prerequisite: RES 131
This course focuses on cardiopulmonary physiology, pathology, and management of the newborn and pediatric patient.

RES 232 Respiratory Therapeutics (2-0-2)
Offered Spring Semester
Prerequisites: RES 101, RES 121, RES 246
This course is a study of specialty areas in respiratory care including rehabilitation. It also includes home care techniques and pulmonary function testing.

RES 236 Cardiopulmonary Diagnostics (3-0-3)
Offered Fall Semester
Prerequisites: RES 141, RES 265
This course focuses on the purpose, use and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. This will include hemodynamic monitoring and other invasive and non-invasive procedures.

RES 241 Respiratory Care Transition (0-3-1)
Offered Fall Semester
Prerequisites: RES 121, RES 141
This course provides a comprehensive review of respiratory care.

RES 244 Advanced Respiratory Skills I (4-0-4)
Offered Fall Semester
Prerequisites: RES 141, RES 265
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient. This course will focus on research and emerging emergency technology.

RES 246 Respiratory Pharmacology (1-3-2)
Offered Fall Semester
Co-requisites: RES 101, RES 121
This course includes a study of pharmacologic agents used in cardiopulmonary care. It also will include cardiac agents, diuretics and related medications.

RES 265 Advanced Clinical Applications I (0-9-3)
Offered Summer Semester
Prerequisite: RES 154
This course includes advanced clinical training in respiratory care.

RES 275 Advanced Clinical Practice (0-15-5)
Offered Fall Semester
Prerequisites: RES 131, RES 141, RES 265
This course includes clinical practice in advanced patient care procedures.

RES 276 Advanced Clinical Applications II (0-18-6)
Offered Spring Semester
Prerequisite: RES 275
This course provides practice of advanced patient care procedures and will include a review course.

SAC 101 Best Practices in School-Age and Youth Care Skills (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 100
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SFT 101 Introduction to Exercise Physiology (3-0-3)
Offered Fall Semester
Pre- or Co-requisite: BIO 110
This course is a study of the concepts of exercise physiology and motor control.

SFT 105 Fitness Assessment and Exercise Program Design (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: RDG 100 or satisfactory placement in Reading
This course is an introduction to the field and laboratory techniques used to evaluate the major components of health-related fitness. Principles of exercise are applied to develop safe, individualized exercise programs for apparently healthy individuals and special populations.

SFT 109 Lifetime Fitness and Wellness (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: RDG 100, satisfactory placement in Reading, or department head permission
This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based.

SFT 110 Weight Training: Theory and Application (2-3-3)
Offered Fall and Spring Semesters
Pre or Co-requisite: BIO 110 or department head permission
This course is a study of the instructional techniques and skill development in progressive resistance strength training. Anatomical, physiological, and biochemical principles are studied and applied to design effective programs for individuals and groups.

SFT 120 Fundamentals of Athletic Training (3-0-3)
Offered Spring and Summer Semesters
This course is a study of the basic concepts and techniques in prevention, recognition, and management of common sport and exercise injuries. The course includes methods in conditioning management of common sport and exercise injuries. The course includes methods in conditioning for injury prevention, evaluation, safety, emergency procedures, taping, and reconditioning.

SFT 125 Personal Training Techniques (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: SFT 105, SFT 109, SFT 110, BIO 110
Co-requisites: SFT 101, BIO 239, BIO 240
This course is a study of personal training programming concepts, training methodology, and business practices. Creative program design, motivation strategies, appropriate assessment techniques, communications and interpersonal skill, training styles, and client expectations issues are explored.

SFT 202 Internship for the Personal Trainer (0-9-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: SFT 105, SFT 109, SFT 110, BIO 110
Co-requisites: SFT 101, BIO 239, BIO 240
This course provides an opportunity for the student to serve in a leadership role in a worksite wellness program, hospital-based wellness center, cardiac rehabilitation center, or qualified agency providing fitness programs. Valid learning objectives are established by the instructor and student to apply classroom theory to practical job experiences.

SOC 101 Introduction to Sociology (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course emphasizes the fundamental concepts and principles of sociology including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 205 Social Problems (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: SOC 101 or permission of instructor
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions.

SOC 215 Ethnicity and Minority Issues (3-0-3)
Offered Fall Semester
Prerequisite: SOC 101 or ANT 101 or PSY 201 or PSY 103 or PSC 201 or permission of instructor
This course is a sociological study of social and technological changes influencing minority and ethnic issues.

SOC 225 Gender Issues (3-0-3)
Offered Spring Semester
Prerequisite: SOC 101
This course analyzes the role of gender and sexuality in society. It explores the social construction of gender, cross-cultural research variations of gender and sexuality, the implications of gender and sexuality on personal daily living, and gendered dimensions of social institutions.

SOL 101 Solar Building Fundamentals (3-0-3)
Offered Fall Semester
Prerequisite: Placement into MAT 101 and ENG 165
This course is an introduction to building materials, fundamental building techniques, and building systems specific to the solar industry.

SOL 120 Basic Solar Energy Technology (3-0-3)
Offered Spring Semester
Prerequisites: SOL 101 (or Building Science Qualifying Exam) and MAT 101
This course is a study of the fundamental concepts of solar energy and systems, site assessment, electrical and thermal energy, energy storage, return on investment, and licensing requirements. Additional topics include relevant codes, permitting, orientation, solar irradiance, energy analysis, active and passive solar systems and their appropriate uses for residential and light commercial applications.

SOL 201 Solar Photovoltaic Systems (3-3-4)
Offered Summer Semester
Prerequisite: SOL 120 or equivalent
This course studies the installation and connections of solar photovoltaic (PV) components in residential or light commercial field applications. Students will be required to perform code compliant installations in field-simulated conditions and will design and install two complete solar PV systems during the lab portion of this class. Some strenuous activities will be required to complete this course. Students must have the ability to lift 50 pounds and work above ground level to install solar systems.

SOL 202 Solar Thermal Systems (3-3-4)
Offered Summer Semester
Prerequisite: SOL 120 or equivalent
This course is a study of entry-level solar thermal concepts to include solar panel types and methods, as well as pump controls, sizing, connections, and installation. Students will be required to design and install two complete solar thermal systems during the lab portion of this class. Some strenuous activities will be required to complete this course. Students must have the ability to lift 50 pounds and work above ground level to install solar systems.

SOL 220 Solar Photovoltaic Design and Installation (3-3-4)
Offered Fall Semester
Prerequisite: SOL 120 or equivalent
This course is a study of solar photovoltaic (PV) specific design, code compliance, sizing calculations, cost analysis, inverter applications, safety issues, and associated component selections. Students will be required to perform two solar PV installations as part of the class coverage. Students will be required to purchase and utilize their own tools and small components to assist them in the solar industry.

SOL 230 Solar Thermal Design and Installation (3-3-4)
Offered Fall Semester
Prerequisite: SOL 202 or equivalent
This course is a study of solar thermal specific design, cost analysis, and installation requirements. Students will be required to perform two thermal installs as part of their lab work. Students should be prepared to purchase tools and equipment necessary to perform thermal installs. The ability to climb and lift equipment and solar components is required.

SPA 101 Elementary Spanish I (4-0-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture.

SPA 102 Elementary Spanish II (4-0-4)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: SPA 101 or permission of instructor
This course continues development of the basic language skills and the study of the Spanish culture.

SPA 105 Conversational Spanish (3-0-3)
Offered Based On Need
Prerequisite: Placement into ENG 101
This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects that may affect intercultural communications.

SPA 201 Intermediate Spanish I (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: SPA 102 or permission of instructor
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

SPA 202 Intermediate Spanish II (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: SPA 201 or permission of instructor
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

SPC 200 Introduction to Speech Communication (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 101
This course is an introduction to the theory and practice of oral communication with an application of improving these skills in interpersonal, intercultural, group and public contexts.

SPC 205 Public Speaking (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: ENG 165 or ENG 101 or higher
This course is an introduction to principles of public speaking, with an application of speaking skills.

SPC 208 Intercultural Communication (3-0-3)
Offered Spring Semester
Prerequisite: ENG 101 or ENG 165
This course is an introduction to the theory and practice of "difference-based" communication - the study of face-to-face communication where significant cultural differences exist in values, perception, and verbal and nonverbal behavior.

SPC 209 Interpersonal Communication (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: ENG 101 or ENG 165
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

SPC 212 Survey of Mass Communication (3-0-3)
Offered Fall Semester
Prerequisite: ENG 101
This course is a survey of the development of media and its influence upon society. Topics focus on newspapers, magazines, radio and television broadcasting, and film and their impact on American culture. Students will critique mass media using modern methodology.

SPC 215 Voice and Diction (3-0-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course includes the analysis, evaluation, and improvement of speech through a study of the anatomy of human speech production.

SUR 101 Introduction to Surgical Technology (4-3-5)
Offered Fall Semester
Prerequisites: BIO 112, BIO 115 (for Surgical Technology)
Co-requisites: SUR 102, SUR 123 (for Sterile Processing); SUR 102, SUR 123, MAT 155 (for Surgical Technology)
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

SUR 102 Applied Surgical Technology (4-3-5)
Offered Fall Semester
Prerequisite: SUR 101
Co-requisite: SUR 123 (for Sterile Processing); MAT 155, SUR 123 (for Surgical Technology)
This course covers the study of principles and applications of aseptic techniques, the perioperative role, and the medical/legal aspects.

SUR 103 Surgical Procedures I (3-3-4)
Offered Spring Semester
Prerequisites: SUR 102, SUR 123, MAT 155 or higher
Co-requisites: ENG 101, SUR 104, SUR 110
This course is a study of a system-to-system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

SUR 104 Surgical Procedures II (3-3-4)
Offered Spring Semester
Prerequisite: SUR 103
Co-requisites: SUR 110, ENG 101
This course is the study of various specialties of surgical procedures.

SUR 110 Introduction to Surgical Practicum (0-15-5)
Offered Spring Semester
Prerequisites: SUR 102, SUR 123, MAT 155 or higher
Co-requisites: SUR 103, SUR 104, ENG 101
This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

SUR 111 Basic Surgical Practicum (0-21-7)
Offered Summer Semester
Prerequisite: SUR 110
Co-requisites: SUR 120, PSY 103
This course involves the application of theory under supervision in the perioperative role in various clinical affiliations.

SUR 120 Surgical Seminar (2-0-2)
Offered Summer Semester
Prerequisites: SUR 104, SUR 110
Co-requisites: SUR 111, PSY 103
This course includes the comprehensive correlation of theory and practice in the perioperative role.

SUR 123 Sterile Processing Technology (1-6-3)
Offered Fall Semester
Prerequisites: Placement into RDG 100 and MAT 032
Co-requisites: SUR 101 and SUR 102
This course provides detailed study of the preparation and processing procedures of surgical instruments.

TDR 101 Introduction to Truck Driver Training (4-4-5)
Offered Fall, Spring, and Summer Semesters
This course is an introduction to truck driver training.

TDR 102 Fundamentals of Truck Driver Training (3-3-4)
Offered Fall, Spring, and Summer Semesters
This course covers the safe operation of a tractor-trailer on the open highway.

TDR 103 Preparation for CDL Examination (2-3-3)
Offered Fall, Spring, and Summer Semesters
This course will prepare students for the South Carolina CDL examination, including rules, regulations, policies and driver practice.

THE 101 Introduction to Theatre (3-0-3)*
Offered Fall, Spring, and Summer Semesters
Prerequisite: Placement into ENG 101
This course includes the appreciation and analysis of theatrical literature, history, and production.

THE 105 Fundamentals of Acting (2-3-3)
Offered Fall and Spring Semesters
Prerequisite: Placement into ENG 101
This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters.

THE 205 Intermediate Acting (2-3-3)
Offered Fall Semester
Prerequisites: ENG 101, THE 101 or permission of instructor
This course is a continuation of the study of techniques of body and voice control, improvisations, interpretation of characters, and applied characterization, with special attention to textual analysis, verse drama, and specialized stage movement and exercises.

THE 225 Theatre Production (1-6-3)
Offered Fall and Spring Semesters
This course includes the study and application of all processes of a theatrical production from "page to stage," culminating in a production performance.

THE 226 Children's Theatre (1-6-3)
Offered Fall and Spring Semesters
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is an applied study of the dramatic literature and production practices of theatre for youth. Final project will be the presentation of a play for local schools.

THE 230 Theatre Production II (1-6-3)
Offered Fall and Spring Semesters
This course provides an advanced study and application of all processes of a theatre production, culminating in a production performance.

THE 240 Theatre History I (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is a study of the history of theatre from the Classical Era to 1700 and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature.

THE 241 Theatre History II (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is a study of the history of theatre from 1770 to the present and focuses on the interrelationship of theatre and society. Topics include important events in theatre design and technology, performance practices, and dramatic literature. This course is designated as a "writing intensive" transfer course.

THE 250 Makeup for Performance (3-0-3)
Offered on a rotational basis
Prerequisite: THE 101 or permission of instructor
This course covers the principles and methods for the design and application of makeup for performance on stage and screen.

THE 253 Stagecraft (3-0-3)
Offered on a rotational basis
Prerequisite: THE 101 or permission of instructor
This course is an applied study of technical theatre, including the fundamentals of scene design, set construction, painting, lighting, base electronics, properties, fly systems, drafting techniques, and back stage organization.

THE 259 Stage Management (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is an introduction to the art of stage management. Emphasis is on the principles, techniques, and established procedures of stage management, which will be applied to required production work.

THE 263 Fundamentals of Directing (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is a practical study of the various components of directing a play. Topics include principles of composition, picturization, characterization, development of a formal prompt book, and the public presentation of a directing scene.

THE 270 Dramatic Writing (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is a study of the art of writing plays and screenplays. Course requirements include the completion of an original one-act play.

THE 276 Script Analysis (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course focuses on the basic styles and forms of dramatic literature. Emphasis is on script analysis from the perspective of a theatre practitioner utilizing traditional and non-traditional methods to explore the structure of dramatic literature from a variety of genres, styles, and cultures.

THE 277 Contemporary Dramatic Literature (3-0-3)
Offered on a rotational basis
Prerequisites: ENG 101, THE 101, or permission of instructor
This course is an investigation of dramatic literature written from 1950 to the present. Readings focus on canonized and non-traditional plays from a variety of genres, styles, and cultures.

VET 101 Animal Breeds and Husbandry (2-3-3)
Offered Fall Semester
This course is a study of the various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology, physiological data, and behavior of each species of animal.

VET 103 Veterinary Medical Terminology (2-0-2)
Offered Spring and Summer Semesters
Prerequisites: Placement into ENG 101 and MAT 120
This course introduces the fundamental principles of veterinary medical terminology. This system's approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology, and related areas of veterinary medicine.

VET 104 Veterinary Anatomy and Physiology (2-3-3)
Offered Fall Semester
Prerequisite: VET 103
This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine. Dissection of representative cadavers is performed in the laboratory.

VET 105 Orientation to Veterinary Technology (1-0-1)
Offered Spring and Summer Semesters
This course is a study of the different job opportunities for a veterinary technician. In addition, the course exposes the student to key characteristics of people who are successful in the field.

VET 106 Small Animal Behavior/Kennel Management (4-0-4)
Offered Fall Semester
Prerequisites: Placement into ENG 165 and MAT 032
This course is the study of the concepts, development, characteristics, and modification of animal behavior as related to domestic animals. Animal behavior history and restraint are covered.

VET 107 Small Animal Care and Welfare I (4-0-4)
Offered Fall and Spring Semesters
Prerequisites: Placement into ENG 165 and MAT 032
Co-requisite: VET 134
This course provides an introduction to the knowledge and skills needed to work in the animal care industry. Topics include breed identification, canine anatomy, terminology, common disease symptoms, first aid, and proper handling skills.

VET 108 Small Animal Care and Welfare II (1-9-4)
Offered Fall and Spring Semesters
Prerequisites: VET 107, VET 134
Co-requisite: VET 172 (required)
This course is a continuation of knowledge and skills necessary for working in the animal care industry. Topics include diseases, care, appearance, handling, topical skin treatment, selection of equipment, and animal handling and control.

VET 111 Introduction to Veterinary Medical Terminology (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: Placement into ENG 165 and MAT 032
Co-requisite: VET 151 (required)
This course is an introduction of veterinary medical terms, including roots, prefixes and suffixes with emphasis on spelling, definition, and pronunciation as used by veterinary assistants.

VET 114 Pharmacy Skills (3-3-4)
Offered Spring Semester
Prerequisites: VET 111, VET 151, placement into MAT 155
This course is the study of the usage of small animal health care products, including dispensing and utilization of common veterinary drugs and products. Additional topics include safe handling, storage, legal documentation, and regulation.

VET 116 Radiology and Parasitology (1-6-3)
Offered Fall Semester
This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing, and assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasitology.

VET 117 Animal Nutrition (2-0-2)
Offered Spring Semester
Prerequisites: Placement into ENG 165 and MAT 032
This course is a study of the different nutrients and their functions. Evaluating foodstuffs and exploring the role of dietary management and the use of prescription diets in small animals are covered.

VET 134 Intermediate Pet Grooming (2-3-3)
Offered Fall and Spring Semesters
Prerequisites: Placement into ENG 165 and MAT 032
This course is a study of grooming to learn proper bathing, shampooing, flea dipping, blow drying, and brushing out techniques. Simple procedures such as nail clipping and ear cleaning will be covered. Employment and self-employment opportunities will be discussed.

VET 140 Veterinary Pharmacology (2-0-2)
Offered Spring Semester
Prerequisite: VET 150
This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.

VET 150 Clinical Techniques I (2-3-3)
Offered Fall Semester
Prerequisite: VET 105
This course includes a survey of the technical skills required by the veterinary technician in dealing with all domestic animals. The course includes techniques in restraint, handling, administration of medications, and collection of bodily specimens.

VET 151 Veterinary Assisting I (2-3-3)
Offered Fall Semester
Co-requisite: VET 111 (required)
This course is the study of the basic skills required of a veterinary assistant, including restraint techniques, laboratory procedures, aseptic techniques, post-surgical recovery, emergency medicine, basic radiology, and surgical preparation and assistance.

VET 152 Clinical Pathology (2-6-4)
Offered Spring Semester
Prerequisite: VET 150
This course provides a study of veterinary hematology, urology, and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.

VET 162 Clinical Techniques of Pet Grooming (0-9-3)
Offered Spring and Summer Semesters
Prerequisites: VET 107, VET 108, VET 134, VET 172
Co-requisite: VET 165 (required)
This course is a study of the technical skills required to deal with domesticated pets, grooming techniques, breed identification, customer relations, and the proper use of industry recognized tools.

VET 165 SCWE in Animal Care (0-8-2)
Offered Spring and Summer Semesters
Prerequisites: VET 107, VET 108, VET 134, VET 172
Co-requisite: VET 162 (required)
This course provides students with hands-on clinical experience in the animal care field while under the supervision of a professional animal care provider. Experience will include observation of and practice in animal care and handling techniques.

VET 166 SCWE in Veterinary Practice (0-8-2)
Offered Spring Semester
Prerequisites: VET 111, VET 106, VET 151
Co-requisites: VET 114, VET 117, VET 242 (required)
This course provides hands-on clinical experience in the veterinary field while under the direct supervision of a licensed veterinarian in a veterinary facility.

VET 172 Portfolio and Related Topics (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: VET 107, VET 134
Co-requisite: VET 108 (required)
This course is a study of grooming experiences. Students will complete a portfolio, produce a videotaped presentation of one or more grooms, and prepare a detailed outline for setting up their own business.

VET 240 Office Management and Client Education (3-0-3)
Offered Spring Semester
Prerequisite: Placement into RDG 100 and MAT 032
This course provides a study of office management skills, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques. Starting a small animal business, organization, and forms of ownership will be emphasized.

VET 242 Veterinary Law, Ethics, and Client Relations (3-0-3)
Offered Spring Semester
Prerequisites: Placement into ENG 165 and MAT 032
This course is the study of the moral and ethical principles pertaining to veterinarians and staff, groomers, breeders, and kennel operators. Laws governing the animal industry, as well as telephone and client courtesy skills, are covered.

VET 251 Veterinary Assisting II (1-3-2)
Offered Fall and Spring Semesters
Prerequisites: VET 111, VET 106, VET 151
Co-requisites: VET 114, VET 117, VET 166, VET 242 (required)
This course is the advanced study of the skills required of a veterinary assistant. The student will gain additional hands-on experience in lab procedures, aseptic techniques, post-surgical recovery, emergency medicine, radiology, and surgical preparation as utilized in veterinary clinical settings.

WLD 102 Introduction to Welding (1-3-2)
Offered Fall, Spring, and Summer Semesters
This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment.

WLD 103 Print Reading I (1-0-1)
Offered Fall and Spring Semesters
This is a basic course that covers the fundamentals of print reading, the meaning of lines, views dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are all covered.

WLD 108 Gas Metal Arc Welding I (2-6-4)
Offered Fall and Summer Semesters
This course covers equipment setup and the fundamental techniques for welding ferrous and non-ferrous metals.

WLD 110 Welding Safety and Health (1-0-1)
Offered Fall, Spring, and Summer Semesters
This course is an introduction to safety and health hazards associated with welding and related processes.

WLD 111 Arc Welding I (1-9-4)
Offered Fall, Spring, and Summer Semesters
Co-requisite: WLD 102
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 Arc Welding II (1-9-4)
Offered Fall and Spring Semesters
Prerequisite: WLD 111
This course is a study of arc welding of ferrous and/or non-ferrous metals.

WLD 115 Arc Welding III (2-6-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: WLD 113
This course covers techniques used in preparation for structural plate and pipe testing according to appropriate welding standards.

WLD 132 Inert Gas Welding Ferrous (1-9-4)
Offered Fall, Spring, and Summer Semesters
This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 135 Inert Gas Welding of Aluminum (1-9-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: WLD 132
This course covers the set-up and adjustment of equipment and fundamental techniques of welding aluminum.

WLD 136 Advanced Inert Gas Welding (0-6-2)
Offered Fall, Spring, and Summer Semesters
Prerequisite: WLD 132
This course covers the techniques for all positions of welding ferrous and non-ferrous metals.

WLD 141 Weld Quality (2-0-2)
Offered Fall, Spring, and Summer Semesters
This is an introductory course in weld quality assurance.

WLD 150 Specialized Welding (1-9-4)
Offered Fall and Summer Semesters
Prerequisite: WLD 108 or MIG welding experience
This course covers flux core and gas metal arc welding.

WLD 152 Tungsten Arc Welding (1-9-4)
Offered Fall, Spring, and Summer Semesters
Prerequisite: WLD 136 or TIG welding experience
This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals.

WLD 154 Pipe Fitting and Welding (2-6-4)
Offered Fall and Spring Semesters
Prerequisite: WLD 113 or WLD 132
This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

WLD 160 Fabrication Welding (1-6-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: WLD 103
This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

WLD 208 Advanced Pipe Welding (0-9-3)
Offered Fall, Spring, and Summer Semesters
Prerequisite: WLD 136
Co-requisite: WLD 115
This course is a study of advanced pipe welding. It also covers the process as to fit and weld ferrous and non-ferrous metals.

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M.M., University of North Carolina-Greensboro
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M.S.N., Clemson University

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B.S.N., M.S.N., Old Dominion University

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B.A., Erskine College
B.S.N., M.S.N., University of South Carolina

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B.S., Limestone College
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M.A., Vanderbilt University

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B.S., Oakland University
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ServSafe Certified

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M.S., University of Medicine and Dentistry of New Jersey

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B.H.S., Medical University of South Carolina

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Construction Engineering Technology, Department Head
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Licensed Residential Builder

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Ph.D., Clemson University

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M.S.M., Southern Wesleyan University

Affliations

The following is a list of agencies, societies and professional organizations with which our faculty and staff are associated or affiliated:

Academy of General Dentistry (AGD)
Accreditation Board for Engineering and Technology (ABET)
Accreditation Council for Occupational Therapy Education (ACOTE)
Administrative Management Society
Advanced Machine Tool Resource Center (AMTRC)
Air Conditioning Contractors of America (ACCA)
Air Conditioning Heating Refrigeration Institute (AHRI)
Air Force Association
Alpha Kappa Alpha Sorority, Inc.
American Academy of Nurse Practitioners
Alpha Psi Omega (honorary theatre fraternity)
American Academy of Religion
American Academy of Forensic Science (AAFS)
American Accounting Association (AAA)
American Advertising Federation - Greenville
American Association for Medical Transcription (AAMT)
American Association for Paralegal Education (AAfPE)
American Association for Respiratory Care (AARC)
American Association for the Advancement of Science
American Association of Dental Schools (AADS)
American Association of Museums
American Association of Physics Teachers
American Association of Teachers of Spanish and Portuguese
American Association of Textile Technologists
American Association of Women in Community and Junior Colleges (AAWCJC)
American Bar Association (ABA)
American Botanical Society
American Cancer Society
American Chemical Society
American College Personnel Association
American Congress of Surveying and Mapping (ACSM)
American Correctional Association (ACA)
American Criminal Justice Association/Lambda Alpha Epsilon
American Culinary Federation (ACF)
American Culture Association
American Cusanus Society
American Dental Assistants Association (ADAA)
American Dental Association (ADA)
American Dental Educators Association (ADEA)
American Dental Hygiene Association (ADHA)
American Dietetic Association (ADA)
American Educators in Radiologic Sciences (AERS)
American General Contractors (AGC)
American Health Information Management Association (AHIMA)
American Heart Association
American Hotel and Lodging Association (AH&LA)
American Institute of Architects (AIA)
American Institute of Certified Public Accountants (AICPA)
American Institute of Design and Drafting (AIDD)
American Institute of Industrial Engineers
American Institute of Professional Bookkeepers (AIPB)
American Institute of Ultrasound in Medicine
American Marketing Association
American Massage Therapy Association Council of Schools
American Mathematical Association of Two-Year Colleges
American Museum of Natural History
American Nurses Association
American Occupational Therapy Association (AOTA)
American Philosophical Association
American Physical Society

American Physical Therapy Association (APTA)
American Political Sciences Association
American Probation and Parole Association (APPA)
American Production and Inventory Control Society (APICS)
American Psychological Association
American Public Health Association
American Red Cross
American Registry of Diagnostic Medical Sonographers (ARDMS)
American Registry of Radiologic Technologists (ARRT)
American School Food Service Association (ASFSA)
American Society of Forensic Odontology
American Society for Metals (ASM)
American Society for Clinical Laboratory Science (ASCLS)
American Society for Non-Destructive Testing (ASNT)
American Society of Certified Engineering Technicians (ASCET)
American Society of Civil Engineers (ASCE)
American Society of Clinical Pathologists (ASCP)
American Society of Diagnostic Medical Sonography (ASDMS)
American Society of Engineering Educators (ASEE)
American Society of Health System Pharmacists
American Society of Health System Pharmacists
American Society of Heating, Refrigeration and Air Conditioning Engineers Student Chapter (ASHRAE)
American Society of Hospital Food Service Administrators (ASHFA)
American Society of Industrial Security
American Society of Mechanical Engineers (ASME)
American Society of Media Photographers
American Society of Microbiology (ASM)
American Society of Radiologic Technologists (ASRT)
American Society of Safety Engineers
American Society of Women Accountants (ASWA)
American Vocational Association
American Welding Society (AWS)
Associated Building and Contractors (ABC)
Association for Computing Machinery (ACM)
Association for Systems Management (ASM)
Association for Theatre in Higher Education
Accreditation Council for Business Schools and Programs (ACBSP)
Association of Critical Care Nurses
Association of Departments of English
Association of Diesel Specialists
Association of Latino Professionals in Finance and Accounting (ALPFA)
Association of Operating Room Nurses
Association of Radio and Telecommunications Engineers, Inc. (ATRE)
Association of Records Managers & Administrators (ARMA)
Association of Southeastern Biologists (ASB)
Association of Surgical Technologists (AST)
Association of Women's Health, Obstetrics & Neonatal Nurses
Automatic Transmission Service Group
Automotive Service Council
Automotive Service Excellence (ASE)
Aviation Technician Education Council (ATEC)
Board for Critical Care Transport Certification
Carolina Society for Training and Development (CSTD)
Carolinas Golf Course Superintendents Association (CGCSA)
Chief Automotive Systems
Cisco Systems Academy
College Art Association
College Music Society
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Commission on Accreditation in Physical Therapy Education (CAPTE)
Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
Committee on Accreditation for Respiratory Care (CoARC)
Community Colleges for International Development (CCID)
Community Health Alliance (CHA)
Conference on College Composition and Communication

Construction Specifications Institute (CSI)
Council for Exceptional Children - Division of Early Childhood
Council of Air Conditioning and Refrigeration Educators (CARE)
Council of Logistics Management (CLM)
Council on Hotel, Restaurant and Institutional Educators (CHRIE)
Delta Kappa Gamma
Dental Assisting National Boards (DANB)
Department of Health and Environmental Control (DHEC)
Dietary Managers Association (DMA)
Emergency Nurse Association (ENA)
English Speaking Union
Explorers Post of Boy Scouts of America (BSA)
Federal Aviation Administration (FAA)
Federal District Court of the South Carolina Bar
Federation of Dining Room Professionals
Federation of State Boards of Physical Therapy (FSBPT)
General Motors Master Technician Certification
General Motors Product Service Training Certification
Georgia Women's Caucus for the Arts
Golf Course Superintendents Association of America (GCSAA)
Graphic Arts Technical Foundation (GATF)
Greenville Community Health Center
Greenville County Bar Association
Greenville County Child Care Association
Greenville County Child Care Initiative
Greenville County Dental Assisting Society
Greenville County Dental Society
Greenville County Education Association
Greenville County Guardian Ad Litem Program
Greenville IT Professional Alliance (GITPA)
Greenville/Spartanburg/Anderson Technology Council (GSATC)
Greenville Literacy Association
Greenville/Spartanburg Enterprise Developers Guild
Grocery Manufacturer Representatives Association (GMRA)
Hospitality Financial and Technology Professionals (HFTP)
Human Anatomy and Physiology Society (HAPS)
Information Systems Audit and Control Association (ISACA)
Information Systems Security Association (ISSA)
Institute for Supply Management (ISM)
Institute of Electrical and Electronic Engineers (IEEE)
Institute of International Education (IIE)
Institute of Management Accountants (IMA)
Instrument Society of America (ISA)
InterIndustry Conference on Auto Collision Repair (ICAR)
International Association for Accounting Education and Research
International Association of Administrative Professionals (IAAP)
International Association of Flight Paramedics (IAFP)
International Automotive Service Education Program Association (IAGMASEP/BSEP)
International Center of the Upstate
International Federation of Accountants
International Hot Rod Association (IHRA)
International Information Systems Security Certification Consortium (ISC^2)
International Microwave Power Institute
International Studies Association
International Technology Educational Association (ITEA)
International Textile & Apparel Association
Irish Cara Organization
Kennedy Center/American College Theatre Festival
Lambda Epsilon Chi
Malcolm Baldrige National Quality Award Board of Excellence
Mathematical Association of America
Metropolitan Arts Council
Mid-South Sociological Association
NAFSA: Association of International Educators
National Academic Advising Association (NACADA)
National Art Education Association
National Association for Associate Degree Nursing

National Association for the Education of Young Children (NAEYC)
National Association of Advisors for the Health Professions
National Association of Biology Teachers
National Association of Black Accountants (NBA)
National Association of Developmental Educators
National Association of Emergency Medical Service Educators (NAEMSE)
National Association of Emergency Medical Technicians (NAEMT)
National Association of Home Builders (NAHB)
National Association of Minority Medical Educators
National Association of Obstetrics and Gynecology
National Association of Public Funded Truck Driving Schools
National Association of Schools of Art and Design
National Automatic Transmission Rebuilders Association (NATRA)
National Automotive Technicians Educational Foundation (NATEF)
National Board for Respiratory Care (NBRC)
National Business Education Association (NBEA)
National Center for Construction Education and Research (NCCER)
National Coalition of Campus Child Care
National Collegiate Honors Council
National Committee of International Studies and Program Administrators
National Community College Hispanic Council
National Computer Graphics Association (NCGA)
National Council for Geographic Education
National Council for Marketing and Public Relations
National Council of Teachers of English
National Council of Teachers of Mathematics
National Education Association
National Fluid Power Society
National Hot Rod Association (NHRA)
National Institute for Automotive Service Excellence (ASE)
National Institute for Certification in Engineering Technologies (NICET)
National Institute for Metalworking Standards (NIMS)
National Institute for Staff and Organizational Development (NISOD)
National League for Nursing (NLN)
National League for Nursing Accrediting Commission (NLNAC)
National Museum for the Advancement of Women in Arts
National Network of Health Care Programs in Two-Year Colleges (NN2)
National Registry of Emergency Medical Technicians (NREMT)
National Restaurant Association (NRA)
National Society of Professional Engineers (NSPE)
National Society of Professional Surveyors (NSPS)
National Society of Public Accountants (NSPA)
National Society of Tax Professionals (NSTP)
National Teacher Educator's Association
National Center for Construction Education and Research (NCCER)
National Women's Caucus for the Arts
Negro Airmen International (Tuskegee Airman)
New Horizons
Non-Commissioned Officers Association
North American Technical Excellence, Inc. (NATE)
Oncology Nursing Society
Palmetto Biotechnology Alliance
Packaging Machinery Manufacturers Institute (PMMI)
Perinatal Association
Pharmacy Technician Educators Council
Phi Kappa Phi
Phi Theta Kappa
Piedmont Chapter—South Carolina Society of Radiologic Technologists
Piedmont Dental Hygiene Society
Piedmont District Dietetic Association (PDA)
Piedmont District of the South Carolina Dental Association
Piedmont Regional Council (PRC)
Piedmont Respiratory Council
Printing Industries of the Carolinas Associated (PICA)
Professional Aviation Maintenance Association (PAMA)
Professional Construction Estimation Association (PCEA)
RedHat Academy

Refrigeration Service Engineers Society (RSES)
Reserve Officer's Association
Road Runners Club of America
Sales and Marketing Executives of Greenville
Saturn of Greenville Advisory Committee
Sigma Pi Sigma
Sigma Theta Tau
Sigma Xi Research Society
Skills USA
Smithsonian Institute
Society for American Music
Society for Photographic Education
Society for Simulation in Healthcare
Society of Diagnostic Medical Sonographers
Society of Magnetic Resonance Technologists
Society of Manufacturing Engineers (SME)
Society of Pediatric Nurses
South Atlantic Association of Departments of English
South Atlantic Modern Language Association
South Carolina Academy of Science
South Carolina American Physical Therapy Association (SCAPTA)
South Carolina Area Health Education Center
South Carolina Art Education Association
South Carolina Association for Developmental Educators
South Carolina Association for Respiratory Care (SCARC)
South Carolina Association for the Education of Young Children
South Carolina Association of Accounting Educators (SCAAE)
South Carolina Association of Certified Public Accountants (SCACPA)
South Carolina Aviation Association (SCAA)
South Carolina Association of Departments of English
South Carolina Association of Heating and Air Conditioning Contractors (SCAHACC)
South Carolina Association of Public Accountants (SCACPA)
South Carolina Aviation Safety Council
South Carolina Bar
South Carolina Board of Dentistry
South Carolina Business Education Association (SCBEA)
South Carolina Chapter of the American Mathematical Association of Two-Year Colleges (SOCAMATYC)
South Carolina Chapter—American Society for Microbiology
South Carolina Chapter of the American Physical Therapy Association
South Carolina Correctional Association
South Carolina Council of Deans and Directors of Nursing Education
South Carolina Criminal Justice Academy
South Carolina Dental Assisting Association
South Carolina Dental Association (SCDA)
South Carolina Dental Auxiliary Teachers Education Association
South Carolina Dental Hygiene Association
South Carolina Department of Labor, Licensing and Regulation
South Carolina Dietetic Association (SCDA)
South Carolina Early Childhood Association
South Carolina Foreign Language Teachers Association
South Carolina Geographic Alliance
South Carolina Health Information Management Association
South Carolina Hospital Association
South Carolina Hospitality Association
South Carolina Hospitality and Tourism Education Coalition
South Carolina Law Enforcement Association
South Carolina Maintenance Council
South Carolina Mapping Advisor Committee (SCMAC)
South Carolina Nurses Association
South Carolina Occupational Therapy Association (SCOTA)
South Carolina Practical Nurse Educators
South Carolina Psychological Association
South Carolina Safety Council
South Carolina Society for Clinical Laboratory Science
South Carolina Society for Respiratory Care (SRSRC)
South Carolina Society of Health System Pharmacists
South Carolina Society of Hospital Pharmacists, 13th Pharmaceutical District

South Carolina Society of Professional Engineers (SCSPE)
South Carolina Society of Professional Land Surveyors
South Carolina Society of Radiologic Technologists
South Carolina State Board of Dentistry
South Carolina State Board of Nursing
South Carolina State Firefighters' Association
South Carolina State Fire Instructors' Association
South Carolina Tax Council (SCTC)
South Carolina Technical Education Association (SCTEA)
South Carolina Telecommunications Managers Association (SCTMA)
South Carolina Trucking Association (SCTA)
South Carolina Upstate Paralegal Association (SCUPA)
South Carolina Upstate Professional Chefs Association (SCUPCA)
South Carolina Women in Higher Education
Southeastern Association of Clinical Microbiology
Southeastern Division of Association of American Geographers
Southeastern Regional Testing Association (SRTA)
Southeastern Society of Radiologic Technologists
Southeastern Theatre Conference
Southern Automotive Service Education Program Association
Southern Business Education Association (SBEA)
Southern Council on Collegiate Education for Nurses
Southern Early Childhood Association
Southern Regional Honors Council
Southern Tea Society
Southern Textile Association
Spartanburg Chamber of Commerce
State Troopers' Association
Student American Dental Assistant Association (SADAA)
Student American Dental Hygiene Association (SADHA)
The American Council on International Intercultural Education
The Nature Conservancy
Travelers Rest Area Business Association
Tri State Sculptors Education Association
Two-Year College English Association — Southeast
United States Association of Track and Field
United States Court of Appeals for the Fourth Circuit Bar
United States Department of Labor Apprenticeships
United States District Court for South Carolina
United States Supreme Court Bar
University and College Designers Association
Upstate Coalition for Diversity in Healthcare
Upstate Nurse Practitioner Association
Upstate Race for the Cure Susan G. Komen Affiliate
Upstate Visual Arts Association
Washington Sculptors Group
Western History Association
Women in Medicine

Accrediting Agencies

Greenville Tech's accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) may be reviewed in the Greenville Tech College Library in the Technical Resource Building on the Barton Campus.

Technology Accreditation Commission of ABET
111 Market Place, Suite 1050
Baltimore, MD 21202
(410) 347-7700

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane
PO Box 31220
Bethesda, MD 20824-1220
(301) 652-2862

Accreditation Review Committee on Education in Surgical Technology
6 West Dry Creek Circle
Suite 110
Littleton, CO 80120
(303) 694-9262
Fax: (303) 741-3655

American Bar Association Standing Committee on Paralegals Approval Commission
321 N. Clarks Street
Chicago, IL 60654-7598
(800) 285-2221

American Culinary Federation Education Foundation, Inc. Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
(800) 624-9458

American Society of Health System Pharmacists Accreditation Services Division
7272 Winconsin Avenue
Bethesda, MD 20814
(301) 657-3000

Accreditation Council for Business Schools & Programs
11520 West 119th Street
Overland Park, KS 66213
(913) 339-9356

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Accreditation Services
c/o AHIMA
233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5800
(312) 787-2672

Commission on Accreditation in Physical Therapy Education
American Physical Therapy Association
111 North Fairfax Street
Alexandria, VA 22314-1488
(703) 684-2782

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
(312) 553-9355

Committee on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76201-4244
(817) 283-2835

Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
4101 W. Green Oaks Boulevard, Suite 305-599
Arlington, TX 76016
(817) 330-0080

Commission on Dental Accreditation American Dental Association
211 East Chicago Avenue
Chicago, IL 60611-2678
(312) 440-4653

Council on Accreditation American Health Information Management Association
919 West Michigan Ave.
Suite 1400
Chicago, IL 60611-1683
(312) 787-2672

Federal Aviation Administration Flight Standards District Office
FAA/FSD0-13
125B Summer Lake Drive
West Columbia, SC 29170
(803) 765-5931

Joint Review Committee on Education in Diagnostic Medical Sonography
1248 Harwood Road
Bedford, TX 76201-4244
(817) 685-6629

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Avenue, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018
(773) 714-8880

National Association for the Education of Young Children
1313 L Street, Suite 500 NW Washington, DC 20005-4101
(202) 232-8777
(800) 424-2460

National Automotive Technicians' Educational Foundation (NATEF)
13505 Dulles Technology Drive
Herndon, VA 22071-3415
(703) 713-0100, Ext. 216

National Board for Certification in Occupational Therapy
800 South Frederick Ave.
Suite 200
Gaithersburg, MD 20877-4150
(301) 990-7979

National Center for Construction Education and Research (NCCER)
P.O. Box 141104
Gainesville, FL 32614-1104
(352) 334-0920

National League for Nursing Accrediting Commission (NLNAC)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
(404) 975-5000
www.nlnac.org

South Carolina Department of Labor, Licensing and Regulation
Board of Nursing
Kingstree Building, Suite 202
110 Centerview Drive
Columbia, SC 29211-1329
(803) 896-4550

South Carolina Department of Public Safety Driver Improvement Division - DMV
P.O. Box 1498
Columbia, SC 29216